

## ARTICLE V

### GENERAL PROVISIONS

The provisions set forth in this and all other Articles of this Act are limitations on the appropriations made in this Act. It is the purpose of the Legislature in enacting this bill only to appropriate funds and to restrict and limit by its provisions the amount and conditions under which the appropriations can be expended. \_\_\_\_\_

### PROVISIONS RELATING TO THE POSITION CLASSIFICATION PLAN

Section 1. Except as otherwise specifically provided in this Act, expenditures of appropriations for the salaries of employees in classified positions in all affected agencies named in Article I, II, III and the Central Education Agency and Schools for the Deaf and Blind in Article IV of this Act, shall be governed by and be in conformity with the provisions of this Section, including the following list of position classification numbers, position titles, salary group allocations, and rates of pay in classification salary schedules hereinafter provided. As used with respect to salary ranges, "minimum" means the lowest rate in a salary range; "midpoint" means the rate designated as Step 4; and "maximum" means the rate designated as Step 8. \_\_\_\_\_

### DETAILED LISTING OF ALL CLASSIFIED POSITIONS

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
0005	Switchboard Operator	03
0008	Switchboard Operator Supervisor	05
0011	Messenger	02
0051	Clerk I	02
0053	Clerk II	04
0055	Clerk III.	06
0061	Clerical Supervisor I	06
0063	Clerical Supervisor II	07
0065	Clerical Supervisor III	09
0067	Clerical Supervisor IV	11
0081	Taxpayer Record Analyst	12
0103	Clerk Typist I	03
0106	Clerk Typist II	04
0126	Stenographer I	04
0127	Stenographer II	05
0128	Stenographer III	06
0131	Secretary I	04
0133	Secretary II	05
0135	Secretary III	07
0137	Legal Secretary	09
0138	Administrative Secretary	09
0139	Personal Secretary to the Governor	12
0141	Hearings Reporter I	10
0142	Hearings Reporter II	12
0151	Varitype Operator	06
0161	Teletype Operator	05
0201	Key Punch Operator I	04

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
0203	Key Punch Operator II	06
0205	Key Punch Operator III	08
0211	Key Punch Supervisor I	09
0213	Key Punch Supervisor II	11
0221	ADP Equipment Operator I	07
0223	ADP Equipment Operator II	09
0225	ADP Equipment Operator III	11
0227	ADP Equipment Operator IV	14
0231	ADP Supervisor I	12
0232	ADP Supervisor II	14
0233	ADP Supervisor III	16
0234	ADP Supervisor IV	18
0240	ADP Programmer I	14
0241	ADP Programmer II	16
0242	ADP Programmer III	18
0243	ADP Programmer IV	20
0244	ADP Record Control Clerk I	05
0245	ADP Record Control Clerk II	07
0246	ADP Record Control Clerk III	09
0247	Magnetic Tape Librarian	08
0251	Programmer Analyst I	18
0252	Programmer Analyst II	20
0253	Programmer Analyst III	21
0260	Systems Analyst I	16
0262	Systems Analyst II	18
0264	Systems Analyst III	20
0266	Systems Analyst IV	21
0273	Assistant Director of ADP	21
0274	Director of ADP I	19
0275	Director of ADP II	21
0276	Director, Health Data Institute	21
0306	Duplicating Machine Operator I	05
0308	Duplicating Machine Operator II	08
0309	Reproduction Equipment Operator I	09
0310	Reproduction Equipment Operator II	11
0311	Reproduction Equipment Operator III	13
0316	Reproduction Equipment Supervisor I	12
0317	Reproduction Equipment Supervisor II	14
0325	Bindery Technician	04
0326	Bookbinder	07
0327	Binder Supervisor	11
0351	Darkroom Technician	04
0361	Photographer I	10
0363	Photographer II	12
0365	Photographer III	14
0367	Photographer IV	16
0382	Laminator Operator	07
0384	Laminator Supervisor	10
0391	Director, Reproduction, Supply, and Custodial Services Division	16

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
0401	Deputy Clerk, Court of Civil Appeals	07
0405	Clerk, Court of Civil Appeals	14
0411	Deputy Clerk, Court of Criminal Appeals	09
0415	Clerk, Court of Criminal Appeals	18
0418	Secretary, State Board of Law Examiners	14
0421	Deputy Clerk, Supreme Court	09
0425	Chief Deputy Clerk, Supreme Court	14
0429	Clerk, Supreme Court	18
0515	Planning Assistant	16
0516	Planner I	17
0517	Planner II	19
0518	Planner III	20
0519	Planner IV	21
1001	Accounting Clerk I	04
1002	Accounting Clerk II	06
1003	Accounting Clerk III	08
1046	Assistant Division Director, State Comptroller	20
1052	Hearings Examiner III	19
1053	Hearings Examiner II	17
1054	Hearings Examiner I	14
1056	Prehearing Examiner, Industrial Accident Board	20
1059	Taxpayer Compliance Officer I	11
1060	Taxpayer Compliance Officer II	12
1061	Taxpayer Compliance Officer III	14
1063	Taxpayer Compliance Supervisor I	16
1064	Taxpayer Compliance Supervisor II	17
1065	Regional Manager, Field Operations Division	20
1081	Accounts Examiner I	11
1082	Accounts Examiner II	13
1083	Accounts Examiner III	15
1084	Supervising Auditor	18
1087	Supervising Accounts Examiner	17
1088	Auditor I	12
1089	Auditor II	14
1090	Auditor III	16
1091	Assistant State Auditor I	13
1092	Assistant State Auditor II	15
1093	Assistant State Auditor III	17
1097	Supervising Assistant State Auditor I	19
1098	Supervising Assistant State Auditor II	21
1101	Insurance Examiner I	12
1102	Insurance Examiner II	14
1103	Insurance Examiner III	16
1107	Insurance Examiner IV	18
1108	Insurance Examiner V	19
1114	Assistant Chief Insurance Examiner	20
1115	Chief Insurance Examiner	21
1121	Experience Rating Supervisor	12
1136	Assistant Director, Registration Division	21

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
1138	Assistant Director, Enforcement Division	21
1139	Director, Institutional Registration Division	21
1140	Dealer Registration Director	17
1141	Securities Investigator	15
1142	Senior Examiner	19
1144	Senior Analyst	19
1145	Securities Analyst I	15
1146	Securities Analyst II	17
1147	Supervising Examiner	20
1150	Budget Examiner I	14
1151	Budget Examiner II	17
1152	Budget Examiner III	19
1153	Chief Budget Examiner	21
1157	Budget Analyst	19
1161	Accountant I	11
1162	Accountant II	13
1163	Accountant III	16
1164	Chief Accountant I	17
1165	Chief Accountant II	19
1166	Chief Accountant III	20
1191	Receiver, General Land Office	12
1203	Director of School Audits	21
1206	Assistant Director of Auditing	19
1223	Director, Depository Division, Treasury Department	18
1225	Director, Stamp Tax Division, Treasury Department	18
1227	Director of Warrant Division, Treasury Department	18
1236	Production Analyst	11
1300	State Program Officer	15
1301	State Technical Operations Officer	14
1302	Emergency Information Planner	14
1303	Regional Liaison Officer	14
1308	State Operations Officer	15
1313	Emergency Resources Management Officer	16
1314	Emergency Resources Planning Officer	16
1327	Deputy State Coordinator	17
1329	State Coordinator, Defense and Disaster Relief	21
1355	Governor's Clemency Assistant	12
1358	Executive Staff Assistant	17
1501	Administrative Technician I	08
1502	Administrative Technician II	11
1503	Administrative Technician III	13
1504	Administrative Technician IV	15
1513	Office Services Supervisor I	06
1514	Office Services Supervisor II	09
1515	Office Services Supervisor III	12
1516	Research Assistant I	11
1517	Research Assistant II	13
1520	Office Systems Specialist	18
1549	Director of Records Service	18
1550	Staff Services Assistant	16
1551	Staff Services Officer I	19
1552	Administrator of Technical Programs I	17

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
1553	Staff Services Officer II	20
1554	Chief of Staff Services	21
1555	Administrator of Technical Programs II	19
1568	Staff Development Specialist I	17
1569	Staff Development Specialist II	19
1570	Staff Development Specialist III	21
1575	Director of Finance	20
1576	Time Distribution Specialist I	13
1577	Time Distribution Specialist II	15
1581	Methods and Procedures Specialist	16
1582	Technical Writer	15
1584	Administrative Procedures Technician	16
1645	Assistant Executive Secretary, VLB	18
1648	Secretary to Commissioner, Water Rights Commission	15
1656	Director of Business Management	18
1660	Service Contract Agent	13
1662	Contracting Agent, NGAB	11
1701	Personnel Clerk I	04
1702	Personnel Clerk II	06
1703	Personnel Clerk III	08
1711	Personnel Assistant I	11
1712	Personnel Assistant II	13
1721	Position Classification Analyst I	14
1722	Position Classification Analyst II	17
1724	Assistant Classification Officer	19
1726	Personnel Technician	16
1727	Personnel Management Specialist	18
1731	Personnel Officer I	15
1732	Personnel Officer II	16
1733	Personnel Officer III	17
1740	Department Adjutant	18
1749	Assistant Personnel Director	16
1750	Personnel Director I	18
1751	Personnel Director II	19
1763	Training Officer	15
1765	Training Specialist	14
1766	Director of Training and Staff Development	19
1767	Assistant Director of Training	15
1768	Director of Training	17
1770	Director, Military Operations and Training	18
1781	Test Technician I	12
1782	Test Technician II	16
1787	Assistant Director, Joint Merit System Council	19
1789	Director, Joint Merit System Council	21
1801	Statistical Clerk I	04
1802	Statistical Clerk II	06
1803	Statistical Clerk III	08
1805	Land Inventory and Classification Analyst	12
1807	Nosologist I, Health Department	08
1808	Nosologist II, Health Department	10

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
1811	Statistician I	09
1812	Statistician II	12
1813	Statistician III	15
1815	Rate Statistician	17
1816	Assistant Director, Reports and Statistics	17
1817	Director, Reports and Statistics	19
1818	Assistant Chief, Manpower Data Analysis and Research	18
1819	Chief, Manpower Data Analysis and Research	21
1820	Chief of Biometrics	18
1831	Traffic Recorder I	05
1832	Traffic Recorder II	06
1833	Traffic Recorder III	08
1834	Traffic Recorder IV	10
1841	Analyst Traffic Survey	06
1845	Traffic Survey Supervisor	14
1853	Manager, Urban Traffic Studies	17
1854	Road Life and Fiscal Manager	18
1855	Assistant Traffic Manager	16
1858	Traffic Manager	18
1861	Coordinator, Informational Media	18
1868	Chief of Community Relations	18
1869	Chief of Media Relations	18
1871	Field Records Analyst	09
1881	Travel Counselor I	03
1882	Travel Counselor II	05
1889	Supervisor, Instructional Media Laboratory	16
1890	Journalist I	10
1891	Journalist II	12
1892	Information Specialist I	14
1893	Information Specialist II	16
1895	Museum Curator	15
1896	Museum Field Consultant	14
1897	Industrial Development Specialist	19
1898	Research and Information Specialist	21
1899	Educational Writer	16
1901	Stock Clerk I	02
1902	Stock Clerk II	04
1903	Stock Clerk III	06
1906	Methods Analyst	14
1911	Warehouse Supervisor	09
1915	Warehouse Superintendent	12
1925	Property Inventory Clerk I	03
1926	Property Inventory Clerk II	06
1929	Property Supervisor	09
1931	Property Manager	14
1932	Military Property Auditor	11
1934	Military Property Survey Officer	13
1938	Inspector General	18
1940	Purchasing Clerk	10
1941	Purchaser I	13
1942	Purchaser II	16
1943	Purchaser III	19
1944	Senior Buyer	21
1946	Purchasing and Supply Officer I	12
1947	Purchasing and Supply Officer II	14
1951	Purchases Inspector I	11
1952	Purchases Inspector II	14

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
1953	Purchasing and Supply Officer III	16
1955	Chief, Inspection and Value Analysis Division	18
1958	Specifications Chief	18
1960	Specifications Technician I	14
1961	Specifications Technician II	17
1963	Procurement Specialist, Highway Department	15
1964	Assistant Director, Equipment and Procurement Division	18
1978	Property Acquisition Specialist	14
1979	Purchasing Specialist	15
1980	Chief, Purchasing and Supply Services	18
1985	Economist I	16
1986	Economist II	19
1987	Economist III	21
1988	Revenue Analyst	19
1989	Chief Revenue and Economic Analyst	20
2000	Draftsman I	08
2001	Draftsman II	12
2002	Draftsman III	15
2005	Superintendent, Graphic Arts	15
2009	Illustrator I	09
2010	Illustrator II	12
2071	Manufacturing Process and Plant Inspector	15
2081	Material Analyst I	06
2082	Material Analyst II	09
2083	Material Analyst III	14
2096	Chief, Mineral Section	16
2097	Inspector, Bureau of Labor Statistics	12
2098	Director of Exploration and Development	18
2099	Chief Boiler Inspector	15
2100	Chief of Mobile Home Inspection	15
2101	Safety Instructor, Highway Department	15
2105	District Safety Coordinator, Highway Department	13
2117	Engineering Aide I	02
2118	Engineering Aide II	04
2119	Engineering Aide III	06
2120	Engineering Aide IV	08
2121	Engineering Technician I	08
2122	Engineering Technician II	10
2123	Engineering Technician III	12
2124	Engineering Technician IV	14
2125	Engineering Technician V	16
2151	Engineering Assistant I	14
2153	Engineering Assistant II	15
2155	Engineering Assistant III	16
2156	Engineer I	17
2158	Engineer II	18
2159	Superintendent of Utilities	20
2160	Engineer III	19
2162	Engineer IV	20
2164	Engineer V	21
2251	Architect Assistant I	14
2253	Architect Assistant II	15

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
2256	Architect I	17
2258	Architect II	18
2260	Architect III	19
2262	Architect IV	20
2264	Architect V	21
2270	Restoration Consultant	19
2351	Geologist Assistant I	14
2353	Geologist Assistant II	15
2356	Geologist I	17
2358	Geologist II	18
2360	Geologist III	19
2362	Geologist IV	20
2364	Geologist V	21
2366	Chief of Building Engineering and Management	21
2451	Landscape Architect Assistant I	14
2453	Landscape Architect Assistant II	15
2456	Landscape Architect I	17
2458	Landscape Architect II	18
2460	Landscape Architect III	19
2462	Landscape Architect IV	20
2464	Landscape Architect V	21
2489	City Planner Consultant	20
2551	Hydrologist Assistant I	14
2553	Hydrologist Assistant II	15
2556	Hydrologist I	17
2558	Hydrologist II	18
2560	Hydrologist III	19
2562	Hydrologist IV	20
2564	Hydrologist V	21
2661	Chemist I	12
2662	Chemist II	15
2663	Chemist III	18
2666	Biochemist	19
2668	Division Supervisor, Chemistry	20
2671	Chemist Toxicologist I	16
2672	Chemist Toxicologist II	17
2675	Supervisor, Toxicology Laboratory	19
2681	Industrial Safety Director	15
2700	Insurance Rater I	09
2703	Insurance Rater II	10
2705	Insurance Rater III	12
2709	Insurance Rater IV	14
2722	Insurance Risk Classification Specialist I	12
2745	Fire Prevention Education Specialist	10
2746	Fire and Safety Officer	15
2771	Insurance Investigator I	10
2772	Insurance Investigator II	14
2775	Insurance Investigator III	16
2776	Arson Investigator	16
2781	Hearings Officer, Board of Insurance	20
2800	Actuary I	19
2802	Actuary II	20
2804	Actuary III	21
2815	Real Estate Appraiser	16
2816	Supervising Real Estate Appraiser	18
2824	Insurance Technician I	10
2825	Insurance Technician II	12
2826	Insurance Technician III	14
2827	Insurance Technician IV	16
2828	Insurance Technician V	18



DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
2875	Insurance Supervisor I	12
2876	Insurance Supervisor II	14
2877	Insurance Supervisor III	16
2878	Insurance Supervisor IV	17
2879	Insurance Supervisor V	18
2880	Insurance Director I	19
2883	Insurance Director II	20
2885	Insurance Director III	21
2907	Assistant Director, Insurance Division, Highway Department	17
2910	Retirement Analyst I	08
2911	Retirement Analyst II	10
2912	Retirement Analyst III	12
2913	Death and Disability Claims Examiner	08
2914	Supervisor of Retirement Division	14
2916	Teacher Retirement Field Representative	15
3001	Interviewing Clerk	05
3003	Youth Program Supervisor	16
3005	Employment Interviewer I	10
3006	Employment Interviewer II	11
3007	Employment Interviewer III	12
3011	Supervising Interviewer	13
3014	Farm Placement Interviewer I	07
3015	Farm Placement Interviewer II	10
3021	Employment Counselor I	12
3022	Employment Counselor II	14
3023	Employment Counselor III	15
3026	Employment Specialist	12
3031	Veterans Employment Representative I	12
3032	Veterans Employment Representative II	13
3035	Minority Groups Representative	17
3036	Employment Security Labor Representative	15
3041	Employment Supervisor I	14
3042	Employment Supervisor II	15
3051	Employment Security Office Manager I	13
3052	Employment Security Office Manager II	14
3053	Employment Security Office Manager III	15
3054	Employment Security Office Manager IV	16
3061	Employment Security Field Assistant	15
3071	Employment Security Assistant District Director	17
3081	Employment Security District Director I	19
3082	Employment Security District Director II	20
3101	Employment Technician I	13
3102	Employment Technician II	14
3103	Employment Technician III	16
3108	Supervisor of Technical Services	17
3111	Farm Placement Specialist I	15
3112	Farm Placement Specialist II	16
3117	Assistant Chief of Farm Placement, TEC	18
3119	Chief of Farm Placement, TEC	21
3121	Placement Specialist I	15
3122	Placement Specialist II	16
3123	Supervisor, Placement Field Services	17
3127	Assistant Chief of Placement, TEC	18
3129	Chief of Placement, TEC	21
3131	Employment Research Specialist	16
3133	Manpower Training Specialist	14
3134	Manpower Training Coordinator	17
3135	District Trainer I	13

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
3136	District Trainer II	14
3141	Labor Market Analyst I	12
3142	Labor Market Analyst II	13
3143	Labor Market Analyst III	15
3148	Supervising Labor Market Analyst	16
3151	Unemployment Insurance Claims Examiner I	10
3152	Unemployment Insurance Claims Examiner II	12
3153	Unemployment Insurance Claims Examiner III	13
3158	Supervising Unemployment Insurance Claims Examiner	14
3171	Unemployment Insurance Specialist I	15
3172	Unemployment Insurance Specialist II	16
3174	Supervisor, Unemployment Insurance Field Service	17
3177	Supervisor, Non-Monetary Determinations	15
3184	Unemployment Insurance Supervisor	17
3190	Appeals Referee I, TEC	14
3191	Appeals Referee II, TEC	15
3192	Appeals Referee III, TEC	17
3193	Assistant Supervisor of Appeals, TEC	17
3194	Supervisor of Appeals, TEC	20
3195	Unemployment Tax Supervisor, TEC	16
3196	Unemployment Tax Collector Supervisor, TEC	15
3197	Assistant Chief of Unemployment Insurance, TEC	18
3198	Chief of Unemployment Insurance, TEC	21
3199	Assistant Chief of Tax, TEC	18
3200	Chief of Tax, TEC	21
3201	Deputy Assistant Administrator	21
3202	Assistant Chief of Special Programs, TEC	18
3203	Chief of Special Programs, TEC	21
3206	Premises Specialist	14
3207	Assistant Supervisor of Premises, TEC	17
3208	Supervisor of Premises	19
3211	Unemployment Tax Specialist I	15
3212	Unemployment Tax Specialist II	16
3214	Supervisor, Unemployment Tax Field Service	17
3218	Civil Defense Manpower Specialist	14
3221	Employment Security Program Advisor	19
3401	Inspector, Boxing and Wrestling Laws	08
3411	Supervisor, Boxing and Wrestling Laws	13
3421	Investigator, Labor Laws	11
3425	Supervising Inspector	14
3428	Director of Employment Agencies	16
3430	Regional Manager, Bureau of Labor Statistics	16
3501	Legal Examiner	21
3531	Attorney I	14
3532	Attorney II	15
3533	Attorney III	17
3534	Legal Clerk I	14
3535	Legal Clerk II	15
3536	Legal Clerk III	17
3537	Legal Clerk IV	18

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
3538	Legal Clerk V	19
3539	Legal Clerk VI	21
3541	Administrative Assistant, State Supreme Court	15
3605	Legal Counselor	19
3606	Assistant General Counsel	18
3607	General Counsel	21
3613	Charter Examiner	16
3618	Director, Charter Division	18
3621	Appraiser I	12
3622	Appraiser II	13
3623	Appraiser Supervisor	16
3624	Veterans Consultant	12
3637	Legal Consultant, Health Department	19
3643	Investigator	12
3647	Assistant Chief Examiner, Water Rights Commission	20
3701	Right of Way Appraiser I	13
3702	Right of Way Appraiser II	15
3705	Right of Way Appraiser III	19
3721	Right of Way Agent I	12
3722	Right of Way Agent II	14
3723	Right of Way Agent III	16
3726	Right of Way Agent IV	18
3741	Right of Way Utility Agent I	11
3742	Right of Way Utility Agent II	13
3743	Right of Way Utility Agent III	16
3746	Right of Way Utility Agent IV	18
3754	Right of Way Research Administrator	18
3776	Senior Investigator-Examiner	17
3780	Right of Way Attorney I	14
3781	Right of Way Attorney II	15
3783	Right of Way Attorney III	19
3790	Right of Way Disbursement Assistant I	12
3791	Right of Way Disbursement Assistant II	13
3797	Superintendent of Contracts	18
3800	Collection Officer	13
3801	Claims Representative	15
4001	Nutritionist I	11
4002	Nutritionist II	13
4003	Nutritionist III	15
4004	Nutritionist IV	18
4005	Nutritionist V	20
4013	Public Health Investigator I	12
4014	Public Health Investigator II	13
4017	Supervising Investigator, Public Health	15
4021	Medical Records Clerk	06
4024	Supervising Clerk, Medical Registry	09
4027	Chronic Disease Technician	12
4028	Tuberculosis Field Worker	11
4029	Staff Psychologist, Health Department	16
4031	Chief Psychologist - State, Health Department	20
4032	Chief Psychologist - Clinic, Health Department	19

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
4033	Consultant Psychologist, Health Department	18
4035	Special Project Director	21
4041	Visual Education Specialist	11
4045	Production Consultant, Health Education Aids	13
4051	Instructor, Public Health Education	11
4052	Specialist, Child Health I	15
4053	Specialist, Child Health II	17
4054	Specialist, Child Health III	19
4055	Health Program Specialist I, Health Department	17
4056	Health Program Specialist II, Health Department	19
4060	Environmental Health Specialist I	12
4061	Environmental Health Specialist II	13
4062	Environmental Health Specialist III	15
4063	Environmental Health Specialist IV	17
4064	Environmental Health Specialist V	19
4065	Environmental Health Specialist VI	21
4091	Assistant Director, Crippled Childrens Division, Health Department	21
4108	Sanitation Inspector I	07
4109	Sanitation Inspector II	11
4111	Sanitarian I	12
4112	Sanitarian II	13
4113	Sanitarian III	15
4114	Sanitarian IV	17
4115	Chief Sanitarian	19
4121	Meat Inspector I	08
4122	Meat Inspector II	11
4123	Meat Inspector III	13
4124	Veterinarian I	17
4125	Veterinarian II	19
4127	Veterinarian III	21
4131	Inspector I, Food and Drug	12
4132	Inspector II, Food and Drug	13
4133	Inspector III, Food and Drug	15
4134	Inspector IV, Food and Drug	17
4136	Assistant Director, Food and Drug Division	20
4141	Inspector I, Barber and Beauty Shops and Schools	09
4142	Inspector II	11
4143	Inspector III	13
4152	Director, Bedding Division, Department of Health	21
4160	Consultant, Hospital Administration	21
4161	Medical Program Consultant	17
4171	Inspector I, Public Health	12
4172	Inspector II, Public Health	13
4173	Supervising Inspector, Health Department	15
4174	Assistant Director, Nursing and Convalescent Homes	21
4191	Investigator, Medical Practices I	13
4192	Investigator, Medical Practices II	15
4199	Investigator, Dental Board	16
4201	Laboratory Worker	02
4203	Laboratory Assistant I	03
4204	Laboratory Assistant II	05
4206	Laboratory Technician I	07
4207	Laboratory Technician II	09
4209	Cytotechnologist (ASCP)	09
4211	Rabies Laboratorian	12
4215	Medical Technologist Trainee	03
4216	Medical Technologist I (ASCP)	12

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
4217	Medical Technologist II (ASCP)	15
4218	Medical Technologist III (ASCP)	18
4221	Bacteriologist I	12
4222	Bacteriologist II	15
4223	Bacteriologist III	18
4225	Division Supervisor, Bacteriology and Serology	20
4227	Entomologist I	12
4228	Entomologist II	15
4229	Entomologist III	18
4231	Division Supervisor, Entomology	20
4233	Immunologist I	12
4234	Immunologist II	15
4235	Immunologist III	18
4237	Division Supervisor, Immunology	20
4239	Parasitologist I	12
4240	Parasitologist II	15
4241	Parasitologist III	18
4243	Division Supervisor, Parasitology	20
4245	Serologist I	12
4246	Serologist II	15
4247	Serologist III	18
4249	Virologist I	12
4250	Virologist II	15
4251	Virologist III	18
4253	Division Supervisor, Virology	20
4255	Supervisor, Media and Glassware, Health Department	15
4257	Laboratory Consultant	18
4261	Laboratory Veterinarian	18
4289	X-Ray Trainee	02
4290	X-Ray Assistant	03
4291	X-Ray Technician I	06
4292	X-Ray Technician II	08
4293	X-Ray Technician III	11
4298	Electroencephalograph Technician	09
4313	Occupational Therapist I	11
4314	Occupational Therapist II	14
4326	Registered Physical Therapist	13
4348	Therapy Technician Student	02
4349	Therapist Technician Assistant	03
4350	Therapist Technician I	05
4351	Therapist Technician II	07
4352	Therapist Technician III	09
4354	Registered Therapist I	11
4355	Registered Therapist II	13
4356	Registered Therapist III	15
4358	Supervisor of Rehabilitation Therapies	17
4360	Intensive Care Unit Technician I	07
4361	Intensive Care Unit Technician II	09
4362	Intensive Care Unit Technician III	11
4371	Administrative Assistant	17
4374	Attendant Supervisor I	05
4375	Attendant Supervisor II	06
4377	Attendant, Maximum Security Ward	03
4378	Charge Attendant, Maximum Security Ward	05

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
4379	Supervisor, Maximum Security Ward	07
4380	Attendant I	02
4381	Attendant II	03
4382	Charge Attendant	04
4384	Nurse I	11
4385	Nurse II	13
4386	Nurse III	15
4387	Nurse IV	18
4388	Nurse V	20
4389	Assistant Director, Departmental Nursing	21
4411	Licensed Vocational Nurse	06
4413	Medical Assistant I	11
4414	Medical Assistant II	13
4421	Tuberculosis Nurse I, Registered	05
4422	Tuberculosis Nurse II, Registered	06
4424	Pulmonary Physiology Technician	09
4426	Inhalation Therapist I	07
4427	Inhalation Therapist II	09
4428	Inhalation Therapist III	11
4429	Inhalation Therapist IV	13
4430	Student Nurse	02
4436	Supervisor of Nurses, Department of Corrections	11
4465	Director, Student Life and Training	18
4466	Assistant Director, Student Life and Training	13
4467	Associate Director of Vocational Nurse Training	15
4468	Director of Vocational Nurse Training	17
4481	Dental Assistant	04
4484	Dental Lab Technician	12
4488	Dental Hygienist I, Health Department	13
4489	Dental Hygienist II, Health Department	16
4490	Pharmacist I	15
4491	Pharmacist II	17
4492	Pharmacist III	19
4501	Correctional Officer I	07
4502	Correctional Officer II	09
4503	Correctional Officer III	11
4509	Security Guard	07
4535	Lieutenant of Correctional Officers	13
4536	Captain of Correctional Officers	14
4537	Major of Correctional Officers	15
4550	Assistant Warden	17
4556	Warden I	19
4558	Warden II	21
4607	Assistant Superintendent of Canning Plant	13
4608	Superintendent, Canning Plant	15
4612	Superintendent, Brick Plant	15
4617	Assistant Superintendent of Packing Plant	13
4618	Superintendent, Packing Plant	15
4634	Marketing Agent, Department of Corrections	17
4640	Sales Co-ordinator, Department of Corrections	14
4645	Industrial Management Assistant	18
4646	Industrial Supervisor I	11
4647	Industrial Supervisor II	12
4648	Industrial Supervisor III	13
4649	Industrial Supervisor IV	14
4650	Industrial Supervisor V	16

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
4651	Industrial Supervisor VI	18
4652	Textile Mill Superintendent	18
4658	Superintendent of Gins	15
4667	Assistant Manager, Livestock and Poultry Production	17
4668	Manager, Livestock and Poultry Production	18
4671	Unit Agriculture Supervisor I	12
4672	Unit Agriculture Supervisor II	13
4673	Unit Agriculture Supervisor III	14
4675	Supervisor, Heavy Equipment, Department of Corrections	12
4683	Manager, Edible Crops	18
4684	Supervisor, Field Crop Production	18
4685	Farm Manager I	15
4686	Farm Manager II	16
4687	Supply Distribution Coordinator, Department of Corrections	09
4688	Agricultural Planning Engineer, Department of Corrections	15
4702	Assistant Recreation Supervisor	09
4703	Recreations Supervisor	11
4716	Sociologist I	10
4718	Sociologist II	12
4721	Assistant Director, Classification and Records	16
4723	Director of Classification	18
4731	Instructor, Vocational Education	10
4735	Education Consultant	14
4741	Alcoholism Counselor I	13
4742	Alcoholism Counselor II	14
4743	Director of Alcoholism Counseling	13
4744	Supervising Counselor	14
4750	Commissary Clerk	06
4751	Commissary Manager	07
4752	Canteen Manager I	10
4753	Canteen Manager II	13
4754	Coordinator, Canteen Operations	16
5001	Public Welfare Worker I	10
5002	Public Welfare Worker II	11
5003	Public Welfare Worker III	12
5006	Public Welfare Supervisor I	14
5007	Public Welfare Supervisor II	15
5008	Welfare Training Specialist I	16
5009	Welfare Training Specialist II	17
5011	Public Welfare Case Analyst I	14
5012	Public Welfare Case Analyst II	16
5014	Welfare Program Consultant	17
5031	Welfare Program Director I	16
5032	Welfare Program Director II	17
5033	Welfare Program Director III	18
5041	Public Welfare Administrator I	18
5042	Public Welfare Administrator II	19
5043	Public Welfare Administrator III	20
5044	Public Welfare Administrator IV	21
5050	Assistant Director of Program Administration, Public Welfare	21

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
5051	Social Security Field Representative, DPW	14
5053	Assistant Director, Social Security, DPW	17
5054	Director, Social Security Division, DPW	19
5059	Rehabilitation Technician I	11
5060	Rehabilitation Technician II	13
5061	Disability Determination Officer	16
5062	Vocational Rehabilitation Counselor I	15
5063	Vocational Rehabilitation Counselor II	16
5064	Director, Disability Determination	20
5065	Assistant Director, Vocational Rehabilitation	18
5066	Director, Vocational Rehabilitation	21
5067	Assistant Director, Disability Determination	19
5068	Supervising Counselor	17
5069	Consultant, Physically Handicapped	18
5071	Surplus Commodity Distributor	11
5072	Commodity Distribution Inspector	12
5073	Field Supervisor, Commodity Distribution	14
5076	Assistant Director, Commodity Distribution	17
5079	Director, Commodity Distribution	19
5081	Chaplain I	13
5082	Chaplain II	16
5083	Chaplain III	18
5091	Appeals Analyst, Department of Public Welfare	14
5092	Assistant Appeals Director, DPW	17
5093	Appeals Director, Department of Public Welfare	19
5111	Veterans Service Officer	12
5113	Supervising Veterans Service Officer	15
5116	Assistant Director, Veterans Affairs Commission	17
5118	Rehabilitation Interviewing Clerk	09
5150	Parole Analyst	16
5151	Parole Officer I	13
5152	Parole Officer II	14
5153	Parole Supervisor	16
5163	Institutional Parole Supervisor	16
5165	Parole Staff Supervisor	19
5181	Director, Division of Parole Supervision	21
5198	Youth Activities Supervisor I	07
5199	Youth Activities Supervisor II	08
5200	Youth Activities Supervisor III	09
5201	Houseparent I	06
5203	Houseparent II	08
5205	Director of Recreation	17
5206	Workshop Program Director	18
5210	Director of Cottage Life	13
5211	Caseworker I	09
5212	Caseworker II	12
5213	Caseworker III	15
5214	Chief of Case Work Services	20
5215	Medical Caseworker/Psychiatric Caseworker	18
5216	Caseworker Assistant	06
5238	Dean of Students	13
5240	Assistant Volunteer Coordinator	11
5241	Coordinator for Volunteer Services	15
5242	Assistant Chief Volunteer Services	18



DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
5243	Chief of Volunteer Services	19
5248	Clinical Psychologist Student	03
5249	Clinical Psychologist Intern	05
5250	Psychologist	16
5252	Psychological Assistant	12
5253	Clinical Psychologist	17
5257	Consultant Psychiatric Social Worker, Health Department	19
5261	Mental Health Research Assistant	14
5266	Research Assistant I, TRIMS	16
5267	Research Assistant II, TRIMS	20
5268	Research Technician I	06
5269	Research Technician II	12
5298	Chief Psychiatric Social Worker	20
5350	Director, Blind and Physically Handicapped Services	17
5351	Rehabilitation Teacher I	10
5352	Rehabilitation Teacher II	12
5353	Caseworker, Visually Handicapped Children, Commission for the Blind	12
5354	Rehabilitation Caseworker	14
5356	Preschool Counselor for the Blind	11
5358	Vocational Counselor for the Blind	15
5365	Special Placement Representative, Commission for the Blind	12
5371	Vending Stand Supervisor, Commission for the Blind	10
5373	Supervisor, Business Enterprises Program	17
5375	Supervisor of Physical Restoration	17
5377	Supervisor, Field Operations, Commission for the Blind	18
5378	Coordinator of Rehabilitation	16
5379	Supervisor, Home Industries and Home Teachers	12
5380	Director of Field Staff, Blind Commission	18
5401	Program Coordinator, Commission on Alcoholism	14
5411	Regional Coordinator, Commission on Alcoholism	15
5412	Assistant Alcoholism Education Director, Commission on Alcoholism	15
5414	Alcoholism Education Director	17
5415	Director of Field Services	17
5416	Industrial Consultant	17
5501	Community Service Aide I	02
5502	Community Service Aide II	04
5503	Community Service Aide III	06
5504	Welfare Services Technician I	07
5505	Welfare Services Technician II	09
5510	Regional Director	21
5511	Assistant Regional Director	19
5512	Program Specialist I	18
5513	Program Specialist II	19
5514	Chief of Program Evaluation	19
5515	Supervisor, Vocational Rehabilitation	18
6005	Patrolman I, Public Safety	11
6006	Patrolman II, Public Safety	12
6009	Sergeant, Public Safety	14
6013	Lieutenant, Public Safety	15
6017	Captain, Public Safety	17
6020	Motor Vehicle Investigator	14
6022	Sergeant Motor Vehicle Theft	15
6024	Captain Motor Vehicle Theft	17
6047	Supervisor, Motor Carrier Lease Section	14

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
6048	Pilot Investigator	15
6049	Senior Pilot Investigator, Department of Public Safety	17
6060	Assistant Supervisor, Rangers	17
6061	Texas Ranger	14
6062	Sergeant, Texas Rangers	15
6065	Captain, Texas Rangers	17
6066	Senior Captain, Texas Rangers	20
6071	Narcotics Agent	14
6072	Sergeant, Narcotics	15
6073	Captain, Narcotics	17
6075	Assistant Supervisor, Narcotics Section	17
6076	Supervisor of Narcotics Section	20
6080	Agent Investigator	14
6081	Sergeant, Intelligence	15
6082	Captain, Intelligence	17
6083	Assistant Supervisor, Intelligence Section	17
6084	Supervisor of Intelligence Section	20
6099	Communications Center Specialist	07
6100	Police Communications Operator I	09
6103	Police Communications Operator II	11
6105	Supervisor, Police Communications Facility	13
6109	Regional Supervisor, Police Communications	15
6110	Headquarters Communication Center Supervisor	16
6111	Polygraph Operator I	13
6112	Polygraph Operator II	15
6121	Fingerprint Expert I	09
6122	Fingerprint Expert II	11
6126	Latent Fingerprint Expert	14
6128	Manager, Fingerprints and Criminal Records	16
6133	Manager of Laboratories, Public Safety	20
6141	Handwriting Expert I	11
6142	Handwriting Expert II	12
6145	Handwriting Expert III	15
6151	Firearms Expert I	10
6152	Firearms Expert II	12
6153	Firearms Expert III	15
6157	Special Assistant, Identification and Criminal Records	15
6159	Modus Operandi Section Supervisor	16
6161	Evaluator I	10
6162	Evaluator II	12
6163	Evaluator III	14
6166	Manager, Driver Improvement and Control	16
6173	Manager, License Issuance and Driver Records	17
6176	Manager, Safety Responsibility	18
6201	Regional Adjutant	14
6206	Regional Commander	21
6211	Inspector, Department of Public Safety	18
6212	Chief, Inspection and Planning Division, DPS	21
6213	Chief, Identification and Criminal Records Division, DPS	21
6214	Chief of Fiscal Affairs, DPS	21
6215	Chief, Driver and Vehicle Records Division, DPS	21
6301	Alcoholic Beverage Tax Collector I	08
6302	Alcoholic Beverage Tax Collector II	10
6308	Supervisor, Alcoholic Beverage Tax Collectors	13
6311	Inspector I, Alcoholic Beverage Laws	11
6312	Inspector II, Alcoholic Beverage Laws	12
6314	Supervisor of Marketing Practices, ABC	17

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Grade</u>
6315	Assistant Supervisor of Marketing Practices, ABC	15
6316	Supervisor, Licenses and Permits, ABC	17
6320	Assistant District Supervisor, Enforcement, ABC	15
6322	District Supervisor, Enforcement, ABC	17
6600	Assistant Rate Director, RRC	21
6601	Transportation Analyst I	12
6602	Transportation Analyst II	17
6603	Transportation Analyst III	19
6605	Supervisor, Motor Carrier Permits and Licenses	16
6615	Proration Analyst	15
6638	Assistant Director, Production and Proration	18
6639	Director, Production and Proration	21
6645	Director, Liquid Petroleum Gas Division	21
6655	Director, Gas Utilities Division, RRC	20
6675	Secretary, Railroad Commission	12
6705	Chief Investigator, Motor Vehicle Division	18
6706	Motor Vehicle Title Specialist	07
6707	Supervisor, Motor Vehicles Section	17
6711	Chief of Vehicle Titles	18
6715	Motor Vehicle Transfer Analyst	12
6721	Chief of Vehicle Registration	18
6745	Field Representative, Real Estate Commission	13
6800	Business Manager I	17
6801	Business Manager II	19
6802	Business Manager III	21
7001	Director, Personnel and Staff Development	21
7002	Director, Educational Personnel Development	21
7003	Director of Special Education	21
7005	Educational Program Director	19
7006	Director, Vocational Education Research Coordination	20
7007	Director of Adult Education	21
7008	Director of Regional Program Development	21
7009	Director, Instructional Media Division	20
7010	Consultant, Instructional Services	17
7011	Chief Consultant, Instructional Services	18
7012	Assistant Investment Officer	21
7013	Instructional Media Technician	14
7014	Operations Director I	19
7015	Operations Director II	20
7030	Consultant, School Lunch Program	16
7031	Chief Consultant, School Lunch Program	17
7035	Consultant, School Transportation	16
7036	Chief Consultant, School Transportation	18
7037	Consultant, School Administration	18
7039	Program Officer I	17
7040	Program Officer II	19
7041	Program Officer III	21
7069	Director, Division of School Accreditation	21

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
7089	Director of Career Education	20
7100	Manager, Textbook Depository	11
7103	Supervisor, Textbook Distribution	17
7104	Assistant Director, Textbooks	19
7110	Chief Consultant, Publications	17
7115	Director, Textbooks and Instructional Materials	20
7117	Child Accounting Specialist	17
7118	Chief Consultant, Reports and Statistics	17
7119	Director of Research	19
7120	Director of Teacher Education	21
7121	Director of Urban Education	21
7125	Coordinator, Vocational-Technical Education (Junior Colleges)	21
7126	Director, Vocational Program Development	21
7127	Director, Program Planning	21
7137	Assistant Director, Administrative Services	19
7138	Director, Administrative Services	21
7200	Director, Dissemination	21
7201	Director, Educational Assessment and Evaluation	21
7202	Director, Internal Management	21
7203	Director, Vocational Education Assessment	20
7204	Director, Instructional Program Development	21
7205	Director, Veterans Education	20
7206	Director, Educational Management Information Center	21
7208	Director, Program Funds Management	21
7210	Director, Program Approvals - Funds Management	20
7212	Director of Guidance Services	21
7213	Director, Special Programs	21
7214	Director, Research, Analysis and Statistics	21
7310	State Archaeologist	21
7312	Underwater Archaeologist	21
7315	Assistant State Archaeologist	17
7400	Supreme Court Librarian	15
7401	Librarian I	10
7402	Librarian II	12
7403	Librarian III	15
7411	Archivist	12
7412	Director, State Archives	19
7413	Translator, Spanish	10
7425	Assistant Director of Field Services	16
7426	Director of Field Services, State Library	19
7437	Records Preservation Officer	19
7439	Director of Technical Services	17
7440	Director of Reference Services	17
7441	Assistant Director of Field Operations	18
7450	Medical Librarian	05
7451	Medical Records Technician	08
7452	Medical Records Librarian Registered	14
7453	Medical Records Librarian Supervisor	17

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
7500	Fish and Wildlife Technician I	07
7501	Fish and Wildlife Technician II	09
7502	Fish and Wildlife Technician III	11
7511	Game Warden I	10
7512	Game Warden II	12
7515	Sergeant Game Warden	14
7516	Lieutenant Game Warden	15
7517	Captain Game Warden	17
7518	Major Game Warden	21
7523	Wildlife Exhibit Supervisor	12
7528	Fish Hatchery Superintendent	13
7540	Biology Field Worker, Conservation	05
7542	Biologist I, Conservation	12
7543	Biologist II, Conservation	14
7545	Airplane Pilot, Conservation	12
7549	Biologist III, Conservation	16
7550	Field Manager for Fish and Wildlife	18
7555	Regional Information and Education Officer	16
7586	Director of Programs	20
7601	Farm Hand I	02
7602	Farm Hand II	03
7605	Farmer	04
7610	Agricultural Supervisor	08
7617	Assistant Agriculture Inspector I	06
7618	Assistant Agriculture Inspector II	08
7619	Assistant Agriculture Inspector III	10
7620	Agriculture Inspector I	12
7621	Agriculture Inspector II	14
7622	Agriculture Inspector III	16
7623	Export Inspector I	08
7625	Export Inspector II	12
7635	Chief of Horticulture and Plant Quarantine Division	20
7650	Animal Health Inspector I	06
7651	Animal Health Inspector II	08
7652	Animal Health Inspector III	09
7653	Animal Health Inspector IV	10
7654	Animal Health Inspector V	12
7680	Market News Specialist	09
7683	Market News Manager	14
7701	Seed Analyst I	06
7702	Seed Analyst II	12
7703	Seed Analyst III	14
7704	Seed Analyst IV	16
7710	Chief, Seed Division	20
7713	Director of Field Operations, Department of Agriculture	18
7715	District Supervisor, Department of Agriculture	17
7716	Chief of Consumer Protection Division, Department of Agriculture	20
7717	Fiscal Director, Department of Agriculture	19
7719	Export Coordinator I	16
7720	Export Coordinator II	18
7721	Chief of Marketing Division	20

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
7722	Marketing Specialist I	12
7723	Marketing Specialist II	14
7724	Marketing Specialist III	16
7725	Chief of Administrative Services, Department of Agriculture	20
7726	Marketing Specialist IV	18
7730	Agronomist I	12
7731	Agronomist II	15
7732	Agronomist III	18
7741	Soil Conservationist	17
7742	Assistant Executive Director, Soil Conservation Board	18
7805	Operations and Maintenance Supervisor	18
7816	Park Ranger I	05
7817	Park Ranger II	07
7818	Park Ranger III	09
7821	Park Superintendent I	11
7823	Park Superintendent II	14
7825	Park Superintendent III	15
7826	Park Superintendent IV	16
7830	Interpretation Planner	15
7832	State Park Coordinator	18
8001	Janitor	02
8005	Maid	02
8009	Assistant Building Custodian	03
8010	Building Custodian	05
8015	Building Superintendent	08
8016	Chief of Custodial Services, Capitol Complex	16
8023	Homemaker	02
8025	Housekeeper, Governor's Mansion	04
8026	Superintendent of Grounds	16
8031	Groundskeeper I	02
8032	Groundskeeper II	03
8033	Groundskeeper III	05
8035	Elevator Operator	02
8044	Watchman I	02
8045	Watchman II	03
8046	Watchman III	05
8048	Mansion Gardener	03
8049	Mansion Security Officer	10
8050	Security Officer I	06
8051	Security Officer II	08
8052	Security Officer III	10
8053	Chief Security Officer, Capitol Complex	17
8102	Food Service Worker I	02
8103	Food Service Worker II	03
8110	Meat Cutter	04
8115	Cook I	02
8116	Cook II	03
8117	Head Cook I	04
8118	Head Cook II	06
8119	Steward I	12
8120	Steward II	14
8125	Cook, Governors Mansion	03
8149	Assistant Food Service Manager	07
8150	Food Service Manager I	13
8151	Food Service Manager II	16
8153	Chief of Food Service Management	18

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
8160	Dietitian I	11
8161	Dietitian II	13
8165	Chief Dietitian	15
8202	Seamstress	02
8203	Sewing Room Supervisor	06
8205	Mattress Maker I	03
8206	Mattress Maker II	04
8210	Shoe Repairman	04
8249	Washman	05
8251	Laundry Worker	02
8255	Laundry Foreman	06
8260	Laundry Manager I	08
8261	Laundry Manager II	10
8262	Laundry Manager III	13
8280	Superintendent of Laundries	16
8301	Barber I	05
8302	Barber II	06
8310	Cosmetologist I	04
8311	Cosmetologist II	05
9001	Helper, Maintenance and Construction	03
9003	Laborer	02
9020	Elevator Maintenance Supervisor	18
9033	Superintendent of Electrical Maintenance	16
9034	Air Conditioning and Boiler Operator I	05
9035	Air Conditioning and Boiler Operator II	07
9036	Air Conditioning and Boiler Operator III	09
9037	Air Conditioning and Boiler Operator IV	12
9039	Chief Air Conditioning and Boiler Operator, Board of Control	15
9041	Maintenance Mechanic I	06
9042	Maintenance Mechanic II	08
9043	Maintenance Mechanic III	09
9045	Refrigeration Mechanic Specialist	16
9047	Air Conditioning Mechanic I	11
9048	Air Conditioning Mechanic II	12
9049	Air Conditioning Mechanic III	14
9050	Chief Air Conditioning Mechanic	15
9051	Maintenance Foreman I	10
9052	Maintenance Foreman II	12
9053	Maintenance Foreman III	14
9059	Fire and Safety Assistant	08
9060	Fire and Safety Inspector	10
9085	Plant Maintenance Technician I	14
9086	Plant Maintenance Technician II	16
9087	Plant Maintenance Technician III	18
9089	Assistant Chief, Renovation and Equipment	19
9090	General Construction Inspector	18
9091	Chief, Construction and Inspection	20
9092	Specification Analyst	16
9093	Chief, Renovation and Equipment	20
9094	Building Manager	14
9095	State Building Manager	20

DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class</u> <u>Number</u>	<u>Position Title</u>	<u>Salary</u> <u>Group</u>
9096	Clerk of the Works I	15
9097	Clerk of the Works II	18
9098	Supervisor of Construction	13
9099	Superintendent of Building and Equipment, Department of Corrections	15
9101	Marine Maintenance Supervisor	13
9122	Locksmith and Cabinetmaker	09
9124	Exterminator	11
9201	Tunnel Guard I	07
9202	Tunnel Guard II	09
9204	Tunnel Machinery Operator	09
9206	Tunnel Foreman	12
9208	Tunnel Superintendent	14
9221	Deckhand	09
9223	Oiler	09
9226	Ships Carpenter	09
9228	Maintenance Welder, Ferry	09
9230	Assistant Marine Maintenance Technician	10
9231	Chief Marine Maintenance Technician	13
9232	Pilot	10
9234	Master and Pilot	13
9236	Assistant Ferry Manager	14
9238	Ferry Manager	15
9241	Bridge Tender	07
9243	Chief Bridge Tender	10
9251	Marine Foreman I	09
9252	Marine Foreman II	12
9256	Marine Superintendent	14
9258	Senior Marine Superintendent	16
9260	Flight Safety Supervisor	17
9261	Airport Facilities Supervisor	19
9278	Core Drilling Supervisor	14
9281	Radiographic Technician I	11
9282	Radiographic Technician II	12
9287	Maintenance Construction Foreman I	09
9288	Maintenance Construction Foreman II	12
9289	Maintenance Construction Foreman III	14
9291	Maintenance Construction Supervisor I	14
9292	Maintenance Construction Supervisor II	15
9293	Maintenance Construction Supervisor III	16
9295	Maintenance Construction Superintendent I	16
9296	Maintenance Construction Superintendent II	17
9300	Engineering Construction Inspector	17
9301	Assistant Project Analyst	16
9302	Equipment Specialist	15
9401	Truck Driver I	02
9402	Truck Driver II	05
9403	Truck Driver III, Heavy Vans	07
9411	Motor Vehicle Serviceman	02
9416	Motor Vehicle Mechanic I	06
9417	Motor Vehicle Mechanic II	08
9418	Motor Vehicle Mechanic III	10
9421	Motor Vehicle Repair, Supervisor	14
9431	Motor Pool Supervisor	05



DETAILED LISTING OF ALL CLASSIFIED POSITIONS  
(Continued)

<u>Class Number</u>	<u>Position Title</u>	<u>Salary Group</u>
9436	Supervisor of Rolling Equipment	12
9438	Manager, Transportation and Heavy Equipment	12
9441	Manager, Fleet Operations	16
9451	Tire Maintenance Specialist	14
9501	Sheet Metal Worker	06
9506	Electroplater I	09
9507	Electroplater II	11
9511	Machinist	10
9516	Welder, Combination	08
9518	Welding Technician	16
9531	Sign Supervisor	12
9533	Sign Superintendent	15
9541	Shop Foreman I	09
9542	Shop Foreman II	12
9543	Shop Foreman III	13
9544	Shop Foreman IV	15
9548	Equipment and Services Superintendent	17
9552	Supervisor of Heavy Metal and Machine Shops, Corrections	11
9708	Communications Procedures Specialist	15
9709	Ammunition Loader	09
9711	Radio Mechanic	09
9713	Radio Tower Mechanic	11
9714	Radio Specialist	11
9722	Communications Superintendent I	12
9723	Communications Superintendent II	14
9724	Communications Superintendent III	17
9726	Assistant Communications Officer	12
9727	Communications Officer	14
9729	Instrument and Office Machine Repairman I	09
9731	Instrument and Office Machine Repairman Trainee	06
9732	Instrument and Office Machine Repairman II	11
9733	Instrument and Office Machine Repairman III	12
9734	Supervisor, Office Machine Repairs	14
9751	Traffic Recorder Technician I	09
9752	Traffic Recorder Technician II	12
9761	Audio Visual Technician	09

CLASSIFICATION SALARY SCHEDULE

(For the Year Beginning September 1, 1973)

<u>Salary Group</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
2	4764	4920	5088	5256	5436	5616	5808	6000
3	5088	5256	5436	5616	5808	6000	6204	6408
4	5436	5616	5808	6000	6204	6408	6624	6852
5	5808	6000	6204	6408	6624	6852	7080	7320
6	6204	6408	6624	6852	7080	7320	7560	7812
7	6624	6852	7080	7320	7560	7812	8076	8352
8	7080	7320	7560	7812	8076	8352	8628	8916
9	7560	7812	8076	8352	8628	8916	9216	9528
10	8076	8352	8628	8916	9216	9528	9840	10176
11	8628	8916	9216	9528	9840	10176	10512	10872
12	9216	9528	9840	10176	10512	10872	11232	11616
13	10176	10512	10872	11232	11616	12000	12408	12816
14	10872	11232	11616	12000	12408	12816	13248	13692
15	11616	12000	12408	12816	13248	13692	14148	14628
16	12408	12816	13248	13692	14148	14628	15108	15624
17	13248	13692	14148	14628	15108	15624	16140	16692
18	14628	15108	15624	16140	16692	17244	17832	18420
19	15624	16140	16692	17244	17832	18420	19044	19692
20	16692	17244	17832	18420	19044	19692	20364	21036
21	17832	18420	19044	19692	20364	21036	21744	22464

CLASSIFICATION SALARY SCHEDULE

(For the Year Beginning September 1, 1974)

<u>Salary Group</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
2	4920	5088	5256	5436	5616	5808	6000	6204
3	5256	5436	5616	5808	6000	6204	6408	6624
4	5616	5808	6000	6204	6408	6624	6852	7080
5	6000	6204	6408	6624	6852	7080	7320	7560
6	6408	6624	6852	7080	7320	7560	7812	8076
7	6852	7080	7320	7560	7812	8076	8352	8628
8	7320	7560	7812	8076	8352	8628	8916	9216
9	7812	8076	8352	8628	8916	9216	9528	9840
10	8352	8628	8916	9216	9528	9840	10176	10512
11	8916	9216	9528	9840	10176	10512	10872	11232
12	9528	9840	10176	10512	10872	11232	11616	12000
13	10512	10872	11232	11616	12000	12408	12816	13248
14	11232	11616	12000	12408	12816	13248	13692	14148
15	12000	12408	12816	13248	13692	14148	14628	15108
16	12816	13248	13692	14148	14628	15108	15624	16140
17	13692	14148	14628	15108	15624	16140	16692	17244
18	15108	15624	16140	16692	17244	17832	18420	19044
19	16140	16692	17244	17832	18420	19044	19692	20364
20	17244	17832	18420	19044	19692	20364	21036	21744
21	18420	19044	19692	20364	21036	21744	22464	23220

## SALARY PROVISIONS

a. SALARY RATES FOR CLASSIFIED POSITIONS. For each fiscal year beginning September 1, 1973, within the limitation of funds available for salaries of classified positions, annual salary rates for classified positions shall be in accordance with the above Classification Salary Schedules. In the event that any regulation, rule or other act of law on the part of the Federal Government prevents the use of these annual salary rates, the Governor is hereby authorized and directed to take all necessary actions to insure compliance with said regulation, rule or other act of law. Except as specifically provided by other provisions of this Act, salaries of State employees who in August 1973 are in classified positions shall be converted to the salary schedule set forth in this Act as follows:

(1) For the fiscal year 1973-1974 an employee who in August 1973 is paid at a numbered salary step in Salary Group 2 through 21 shall have his salary converted to the Salary Schedule for fiscal year 1973-1974 in this Act at the same numbered salary step in the same salary group in which he was paid in August 1973.

An employee who is classified in Salary Groups 2 through 7 inclusive on the effect date of this Act who has either five (5) years or more total continuous service with the State of Texas as of September 1, 1973; or will complete five (5) years total continuous service with the State of Texas during the fiscal year September 1, 1973 to August 31, 1974, will be awarded a one-step increment increase on September 1, 1973 or on the day he completes five (5) years service during fiscal 1974, but not to exceed Step 8 of the Salary Group in which such employee is serving. Expenditures for this increase shall be made from those items entitled Longevity Increases. In those instances where lump sum appropriations contain salaries, agencies may use funds from those items when the designation longevity increases are included therein.

(2) For the fiscal year 1974-75 an employee, who in August 1974 is paid at a numbered salary step in Salary Groups 2 through 21 shall have his salary converted to the Salary Schedule for 1974-1975 in this Act at the same numbered Salary Step in the same Salary Group in which he was paid in August 1974.

b. An employee who moves, within an agency or transfers from one agency to another, from an exempt or line-item position to a classified position, shall receive an annual salary rate in the proper salary group which shall be determined by the agency head on the basis of the employee's experience and qualifications. Notice of such adjustment shall be filed with the Legislative Audit Committee.

c. SALARY RATES FOR READJUSTED POSITIONS. (1) An employee whose classified position is reallocated by this Act to a higher salary group shall receive the step 1 rate in the higher salary group or the rate which he would have received had his classified position not been reallocated, whichever rate is higher. Provided, however, an employee whose classified position is reallocated by this Act to a higher salary group, may have his salary adjusted not more than two steps higher than otherwise provided by this section. Such additional adjustment shall be for the purpose of maintaining desirable salary relationships among employees in the affected positions.

(2) An employee whose classified position is reallocated by this Act to a lower salary group shall receive the annual rate which he would have received had the position not been reallocated, not to exceed the step 8 rate of the lower salary group.

SALARY PROVISIONS  
(Continued)

(3) It is legislative intent that all state agencies subject to the Classification Act shall review individual job assignments on September 1 of the fiscal year to insure that each position is properly classified. If it is determined that, in compliance with the Classification Act, and not contrary to the specific classification and position limitations in this Act, a position should be reclassified to a classification: (a) in a higher salary group the salary rate of the employee shall be determined in the same manner as prescribed above for reallocation to a higher salary group, or (b) in a lower salary group the salary rate of the employee shall be determined in the same manner as prescribed above for reallocation to a lower group. Nothing in this subsection shall have the effect of increasing or decreasing the specific classified positions authorized each agency by this Act.

d. MERIT SALARY INCREASES. It is expressly provided that Departments and Agencies having appropriations for classified salaries and wages may grant to classified employees merit salary increases in recognition of and encouragement for "continued and/or satisfactory career service" with the State of Texas as provided herein:

(1) "Continued and/or satisfactory career service" as used in this Act shall mean service with consistent performance equal to that normally expected or required. "Merit Salary Increase" as used in this Act shall mean advancement to a higher numbered Step in the same Salary Group of the Classification Salary Schedule.

(2) No merit salary increases may be granted except by using the item of appropriations for classified salaries and wages specified in this Act. Where this Act appropriates a lump sum or an estimated total sum for "wages and salaries" the source of funds for merit salary increases shall be only that portion allocated to salaries of classified positions in an annual operating budget approved by the governing board of any State Agency.

(3) For the biennium beginning September 1, 1973, the maximum monthly rate of expenditures for merit salary increases shall not exceed: (a) an amount equal to 3.4% of the total amount specifically appropriated for the biennium for salaries of classified positions divided by twenty-four (24), or (b) such amount as may otherwise be appropriated for the biennium for the specific purpose of granting merit salary increases divided by twenty-four (24), or (c) where this Act appropriates a lump sum or estimated amount for salaries and operating expenses, the maximum monthly rate of expenditure for such merit salary increases shall not, during the first year of the biennium, exceed 3.4% of the average monthly payroll for salaries of regular full-time employments in classified positions, for the six-month period March 1, 1973 through August 31, 1973; nor during the second year of the biennium exceed 3.4% of such average monthly payroll for the six-month period March 1, 1974 through August 31, 1974.

(4) Merit Salary Increases shall be granted to employees in proportion to the classified salaries in each Agency distributed in the following groupings:

Salary Groups 2-7  
Salary Groups 8-12  
Salary Groups 13-21

SALARY PROVISIONS  
(Continued)

(5) The Comptroller shall prescribe such accounting and reporting procedures as are necessary to insure that expenditures for merit salary increases shall not exceed the amounts authorized hereina for that purpose. Notwithstanding any other provisions of this Act, all moneys which become available for merit salary increases shall accumulate during the entire biennium and any unused portion becoming available in the first year of the biennium shall not lapse, and is hereby appropriated for the second year of the biennium for the sole purpose of granting merit salary increases.

(6) All Departments and Agencies shall file a report with the Governor and the Legislature at the close of each fiscal year detailing the utilization of merit funds.

e. PROMOTIONS. A promotion means a change in duty assignment of an employee within an agency from a position in one classification to a position in another classification in a higher salary group requiring higher qualifications such as a greater skill or longer experience, and involving a higher level of responsibility. When an employee is promoted to a position in a higher salary group, he will receive at least a rate one increment higher than his salary rate before promotion or the minimum rate of the new salary range, whichever is higher, and may, at the discretion of the agency administrator, receive an annual rate up to and including the rate designated by the same step number which designated his former rate.

f. DEMOTIONS. Demotion means a change in duty assignment of an employee from a position in one classification to a position in another classification in a lower salary group. An employee who is demoted shall have his salary reduced at least to a rate one increment below the rate he received before demotion.

g. SALARY REDUCTION FOR DISCIPLINARY REASONS. If a classified employee's performance so warrants, the executive head may reduce his salary for disciplinary reasons to a step rate in the designated salary group no lower than the minimum step rate. The employee's pay may be restored to any step rate in the range up to and including his prior rate as such employee's performance improves.

h. SALARY RATE DETERMINATION BY INTERAGENCY TRANSFERS. If, by agreement between the employee, the head of the agency presently employing him, and the head of another agency desiring the employee's services, an employee is transferred from one State agency to another, his salary rate will be subject to the following conditions:

(1) If the new assignment is in a position in the same designated salary group as the one from which he leaves, no increase in salary may be granted by virtue of the transfer. This provision shall also apply to intra-agency transfers.

(2) Where the new position is in a lower designated salary group, the employee shall be paid at a rate determined by the Subsection above relating to "Demotions".

(3) Where the new position is in a higher salary group, the employee may be paid not more than the rate determined by the Subsection above related to "Promotions".

i. No salary adjustment authorized by this Section shall result in an employee receiving an annual salary rate in excess of the maximum rate of the salary group to which his classified position is allocated.

SALARY PROVISIONS  
(Continued)

j. HIRING POLICIES. (1) New employees will normally be hired on step 1 of the salary range to which the position is allocated, with the following exception that department heads may make appointments at rates below Step 1 either for periods of training or to meet prevailing salaries of localities in Texas encountered by the agency in salary groups 2 through 8; provided, however, that such rates below Step 1 shall not exceed six months, and all such employees paid at rates below Step 1 will be brought to Step 1 of the designated salary range by the end of the six months period. The Comptroller of Public Accounts is directed to withhold all payment of funds for classified salaries of any agency violating this provision as long as the agency remains in violation of the terms of this provision.

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(2) An employee who leaves State employment may, at the discretion of the department head, be reinstated to a vacancy in the same agency and the same position classification held immediately prior to leaving. In such case, the employee may be paid at a step rate no higher than the same salary step number that designated his annual salary rate prior to his separation, provided, however, that no employee may be reinstated at a rate higher than the maximum salary step of the designated salary group.

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k. TEMPORARY ASSIGNMENT. To facilitate the work of the State agencies any classified employee may, during emergencies or other special circumstances, be temporarily assigned to other duties for periods not to exceed three months.

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l. EMOLUMENTS. For the purpose of conforming to the Position Classification Plan and prescribed salary ranges, boards, commissions or other executive State agencies shall set a fair value on any emoluments granted. Each institution or agency granting emoluments shall maintain with the State Comptroller a current record showing name, job title, and amount of each employee's emoluments. Unless otherwise specifically provided in this Act, the designated value of emoluments shall be deducted from the gross salary rate in determining the net monetary remuneration to which the employee is entitled.

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m. RECLASSIFICATIONS. (1) As provided in the Position Classification Act of 1961, a position may be reclassified to another class of work in the Classification Plan as a result of classification audits or of program reorganizations by executive heads, or to a new classification properly established by the Classification Officer. Reclassification shall not be interpreted to mean a change in the employee's duty assignment, but only shall mean the proper definition of duties and classification of the position based upon duties actually performed by the employee; hence, a position shall be reclassified for the sole purpose of complying with the requirements of the Classification Act. Any reclassification which would result in changing the specified number of positions authorized by this Act, or which would result in placing the reclassified position in a higher salary group, shall have the prior approval of both the Classification Officer and the Legislative Audit Committee. Provided, however, that reclassifications made in accordance with this subsection shall not increase the total dollars appropriated to any agency nor increase the total number of positions authorized by this Act.

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(2) If classification audits determine that positions are classified higher than is warranted by actual duty assignment, the employees occupying such positions may be subject to salary reduction under such policies and procedures as the Legislative Audit Committee may prescribe.

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SALARY PROVISIONS  
(Continued)

n. PART-TIME EMPLOYEES. Regular full-time positions paid out of funds appropriated for "salaries of classified positions" may also be filled by part-time employees. In computing the salaries of these employees, the rates of pay shall be proportional to the rates authorized for full-time classified employment. It is further provided that part-time employees as described in this subsection shall be subject to all of the provisions of this Section.

o. HOURLY EMPLOYEES. It is the intent of the Legislature that hourly employees shall receive per hour rate increases proportionate to those provided in this Act for full-time salaried classified employees.

p. PAYROLL AFFIDAVIT. The Comptroller may not issue warrants for payment of salaries out of appropriations for "salaries of classified positions" until, as part of the payroll affidavit required in Article 4359, V.A.C.S., there is a statement to the effect that all classified employments have been made in accordance with the Position Classification Act of 1961 or the specific classification and position limitations prescribed in this Act.

q. SALARY REPORTING. None of the funds appropriated to departments and agencies covered in Articles I through IV of this Act shall be expended for payment of salary to any person whose salary is being supplemented from other than appropriated funds until a report showing the amount and source of salary being paid from other sources has been reported to the Secretary of State.

r. TRANSFERS OF CLASSIFIED SALARY FUNDS. Notwithstanding other provisions in this Article which authorize transfer of funds, no funds appropriated in this Act for salaries of classified positions may be transferred unless the language of this Act specifically authorizes the transfer of such funds appropriated for salaries of classified positions.

s. OTHER APPROPRIATION ITEMS. Agencies covered by Section 1 of this Article which employ personnel out of appropriation items other than those designated "Salaries of Classified Positions" shall make such employments in accordance with the provisions of the Position Classification Plan and the provisions of this Article related to classified positions.

t. SCHEDULE OF CLASSIFIED POSITIONS. Except as specifically authorized elsewhere in this Act, appropriations for "Salaries of Classified Positions" shall be expended by an agency to employ personnel only in those positions listed in the "SCHEDULE OF CLASSIFIED POSITIONS" which follows the agency appropriation. Each position title authorizes one full-time position except that: (1) an Arabic numeral following the title indicates the total number of positions authorized in that title; (2) when (UL) follows the position title, an unlimited number of positions is authorized within available appropriations; and (3) when the heading, "SCHEDULE OF CLASSIFIED POSITIONS (UL)", an unlimited number of positions is authorized for each position title. Appropriations for "SALARIES OF CLASSIFIED POSITIONS" may also be used to pay the salaries of positions exempted from the Classification Plan by the Governor under authority granted in Section 2 of the Position Classification Act of 1961.

u. PERSONNEL AND PAYROLL REPORTING PROCEDURES. To facilitate pre-audit of payrolls and classification audits to assure conformity with the provisions of this Act, and to provide the Legislative Audit Committee with current information on employment and wage rate practices in the State Government, the Comptroller and the State Auditor shall jointly promulgate and issue uniform procedures for personnel and payroll reporting for all state agencies.

SALARY PROVISIONS  
(Continued)

v. CORRECTION OF ERRORS. In the event of obvious typographical errors in listings of classified positions in this Act the Classification Officer shall, after consultation with the legislative appropriations committees' staff and with the approval of the Legislative Audit Committee, make and give notice of such corrections as may be necessary to accomplish the purposes of the Classification Act and of this Act. Where Legislative intent cannot be determined from work papers and other appropriation committee records, the Classification Officer's recommendation to the Legislative Audit Committee shall be based upon job audits.

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OTHER EMPLOYMENT POLICIES AND PROVISIONS

Sec. 2. METHOD OF SALARY PAYMENTS. a. All annual salaries appropriated by this Act shall be paid in twelve (12) equal monthly installments, except as otherwise provided in Article II of this Act. Except for patrolmen and other law enforcement positions in the Department of Public Safety which shall be paid only at the annual rates stipulated in the particular language accompanying the appropriations therefor, this paragraph shall not be construed so as to prevent the head of any other agency of the State from paying less than the maximum salary rates specified in this Act for line-item positions, or the employment of part-time employees to fill regular positions provided for in this Act, so long as the salary rates for such part-time employees are proportional to the regular rates for full-time employment.

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Agencies of higher education and the schools for the blind and deaf in Article IV of this Act which make contracts for less than a twelve-month period may pay salaries in equal monthly payments for the period contracted for.

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b. When a State employee who receives longevity pay for law enforcement activities moves to a position in another State agency which entitles the employee to the same longevity pay he shall be granted credit for the total amount of State service contributing to eligibility for longevity salary payments.

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c. No deduction shall be made from the salary or wages of any State employee who is called for jury service; nor shall such employee be required to account to the State for any fee or compensation received for jury service.

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d. None of the moneys appropriated under this Act shall be used for the payment of salaries to any employee who accepts witness fees in contravention of the following provisions:

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Any state official or employee called to appear in his official capacity in any judicial action or legislative investigation shall neither accept nor receive any witness fees for such a governmental appearance;

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But if the appearance as a witness is not in an official capacity but is to testify from personal knowledge concerning matters related to the inquiry, then such employee or official shall be entitled to any customary witness fees;

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And any state employee or official appearing as an expert witness shall be entitled to accept compensation for his appearance only when such appearance shall be made on his own time;

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## OTHER EMPLOYMENT POLICIES AND PROVISIONS

(Continued)

But this prohibition against accepting compensation shall not extend to any mileage or per diem allowance tendered to the state employee or official for expenses incurred while serving as a witness, unless the state official or employee has also made a claim for such expenses against the state, and in no instance shall there be double reimbursement for expenses.

e. OVERTIME. In order to reimburse employees for work performed in excess of the working hours required by Acts 1963, 58th Legislature, page 184, Chapter 104 (codified as Article 5165a, V.A.C.S.) it is required that compensatory time be granted at the rate of 1-1/2 times the overtime performed within the same month (pay period) that said overtime was accrued. In the case of hospital employees, said employees shall be reimbursed with compensatory time at the rate of 1-1/2 times the overtime accrued in excess of eighty (80) hours over a fourteen (14) day consecutive period.

This provision shall not apply to medical personnel and employees employed in a bona fide executive, administrative or professional capacity, including any employee employed in the capacity of academic administrative personnel or teacher in elementary or secondary schools. Compensatory time for those employees excepted from this provision shall be determined by the Administrator of the agency or institution involved. Provided, however, that any agency or institution subject to the Fair Labor Standards Act, as amended, is authorized to reimburse employees for all authorized overtime by granting compensatory time as specified above or by paying money from funds appropriated by this Act at the rate of 1-1/2 times the regular rate for the overtime performed.

Sec. 3. SALARY PAYMENT, WITHHOLDINGS, DEDUCTIONS, AND MATCHING CONTRIBUTIONS. The disbursement of moneys appropriated in this Act for salaries and wages shall be subject to the provisions of Public Law No. 68, Seventy-eighth Congress, known as the Current Tax Payment Act of 1943, and any amendments thereto. The officers and employees of agencies for which appropriations are made in this Act also are authorized to make retirement deductions in accordance with the Teachers Retirement or Employees Retirement or Judiciary Retirement Acts on payroll forms prescribed by the State Comptroller, and the Comptroller is directed to issue warrants accordingly.

In each instance in which an operating fund or account is created by the provisions of this Act, the responsible officials of the State are authorized to transfer into such operating fund or account sufficient moneys from local funds and Federal grants of funds to pay proportionally the costs of matching State employees retirement contributions, the State's share of Old Age and Survivors Insurance and the proportionate cost of premiums of policies containing Group Life, Health, Hospital, Surgical, and/or Medical Expense Insurance for retired employees and officials. Payment by the State from the designated funds on Group Insurance policy or policies for retired employees shall be limited to the amount of payment authorized for active employees. Notwithstanding any other provisions of this Act, any department or agency for which funds in this Act are appropriated shall make such transfers of funds as are necessary, except from those funds appropriated for personal services, to pay premiums for insurance for retired employees and officials as authorized in this Act.

Sec. 4. POLITICAL AID AND LEGISLATIVE INFLUENCE PROHIBITED. None of the moneys appropriated by Articles I, II, III, and IV of this Act, regardless of their source or character, shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition, however, shall not be construed to prevent any official or employee of the State from furnishing to any Member of the Legislature, or to any other State official or employee

OTHER EMPLOYMENT POLICIES AND PROVISIONS  
(Continued)

or to any citizen, any information or facts pertinent to the official duties and responsibilities of the State agency he represents.

None of the funds appropriated in this Act shall be expended in payment of the full or partial salary of any State employee who is also the paid lobbyist of any individual, firm, association or corporation.

No employee of any State agency shall use any State-owned automobile except on official business of the State, and such employees are expressly prohibited from using such automobile in connection with any political campaign or any personal or recreational activity.

None of the moneys appropriated by this Act shall be paid to any official or employee who violates any of the provisions of this Section.

The head or heads of each agency of the State shall furnish each employee of such agency with a copy of the three (3) paragraphs immediately preceding this one, and shall take a receipt therefor from each employee. The preceding sentence shall not be construed to mean that new receipts are to be obtained each year from continuing employees who have previously receipted for copies of identical provisions prohibiting political aid and legislative influence. The receipts shall be kept accessible for public inspection.

Sec. 5. PUBLICITY OF INDIVIDUALS RESTRICTED. None of the moneys appropriated under this Act shall be used by any agency of the State Government for the purpose of publicizing or directing attention to any individual official or employee of any agency of the State Government.

It is also provided that none of the moneys appropriated under this Act shall be used by any agency of the State Government for maintaining any publicity office or department, or for the employment of any person who has the title or the duties of a public relations agent, or press agent, or for paying any public relations firm or agent.

The policy and restrictions set out in this Section shall not be interpreted to prevent the head of any agency of the State, when he deems it necessary or desirable in the public interest, to issue through any of such agency's officials or employees any statement or information respecting the work, legal responsibilities, or activities of such agency. Such statement shall be issued, or such information imparted, in the name of the agency of the State and shall have attached thereto the name of the official or employee authorized to issue the same.

It is also provided that any agency of higher education may continue to maintain and operate a news and information service for the benefit of the public which has been specifically authorized and approved by the governing board of such agency of higher education.

Sec. 6. EMPLOYEE WORKING HOURS AND HOLIDAYS. It is further provided that moneys appropriated for salaries and wages in this Act shall be expended only in accordance with the following conditions and limitations, and pursuant to Article 5165a, Vernon's Civil Statutes, as amended.

a. State offices shall remain open during the noon hours each working day with at least one person on duty to accept calls, receive visitors, or transact business. The provisions of this paragraph shall not apply to executive and administrative offices of institutions of higher education.

OTHER EMPLOYMENT POLICIES AND PROVISIONS

(Continued)

b. Because of the congestion of traffic surrounding the Capitol area, agencies within that area may stagger the work day of their personnel within the working hours of 7:00 A.M. and 6:00 P.M., providing, however, that all agencies shall be open between the hours of 8:00 A.M. and 5:00 P.M. and maintaining the eight-hour day and 40-hour week as provided in Article 5165a, Vernon's Civil Statutes, as amended.

c. Holidays for State employees including hourly wage workers for each year covered by this Act shall be only those specified as follows: The first day of January, the 19th day of January, the third Monday in February, the second day in March, the 21st day of April, the last Monday in May, the third day of June, the fourth day of July, the first Monday in September, the second Monday in October, the fourth Monday of October, the fourth Thursday in November, and the 25th day of December. In addition to the preceding holidays, State agencies may close on December 24 and 26, 1973 and 1974, to provide a Christmas holiday period. Holidays falling on Saturdays or Sundays shall not be observed by closing State offices on the preceding or following days except the specific days authorized for a Christmas holiday period.

Legal holidays and the Christmas holiday period to be observed by agencies of higher education and special schools under the State Board of Education shall not exceed the number of days specified in this Subsection; and the governing boards of the various educational institutions may adjust the actual observance of such holidays as will permit efficient academic schedules.

Agencies of the State designated in Articles I, II and III of this Act shall not substitute the observance of the designated holidays unless the continuing nature of agency operations requires employees to work on a designated holiday. An employee who is required to work and who does work on any of the designated holidays shall be entitled to compensating time off to be taken on such day as may be mutually agreed upon by the employee and his supervisor.

Sec. 7. EMPLOYEES VACATIONS AND LEAVES. a. Employees of the State shall, without deduction in salary, be entitled to a vacation in each fiscal year. Such entitlement shall be earned in accordance with the following schedule.

<u>Employees With Total State Employment Of:</u>	<u>Hours Accrued Per Month</u>
Less than 15 years	7
15 years but less than 20 years	10
20 years and over	14

An employee will earn vacation entitlement beginning on the first day of employment with the State and terminating on the last day of duty. Vacation entitlement is accrued at the applicable rate cited above. Credit for one month's accrual will be given for each month or fraction of a month of employment with the State. Vacation with pay may not be granted until the employee has had continuous employment with the State for six (6) months, although credit will be accrued during that period.

Total accumulated leave entitlement which may be carried forward for any employee, from one fiscal year to the next fiscal year, may never exceed the equivalent of his earned vacation entitlement for the preceding two-year period.

In computing vacation time taken, time during which any employee is excused from work because of holidays shall not be charged against the employee's vacation.

OTHER EMPLOYMENT POLICIES AND PROVISIONS  
(Continued)

A State employee who resigns, is dismissed, or separated from State employment shall be entitled to all vacation time duly accrued.\_\_\_\_\_

h. Employees of the State shall, without deduction in salary, be entitled to sick leave subject to the following conditions:\_\_\_\_\_

Sick leave entitlement shall be earned at the rate of eight (8) hours for each month or fraction of a month employment, and shall accumulate with the unused amount of such leave carried forward each month.\_\_\_\_\_

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when a member of his immediate family is actually ill. An employee who must be absent from duty because of illness shall notify his supervisor or cause him to be notified of that fact at the earliest practicable time.\_\_\_\_\_

To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee absent due to illness shall send to the administrative head of his employing agency a doctor's certificate showing the cause or nature of the illness, or some other written statement of the facts concerning the illness which is acceptable to such administrative head.\_\_\_\_\_

Upon return to duty after sick leave the employee concerned shall, without delay, complete the prescribed application for sick leave and submit the same through proper channels to the appropriate approving authority for his consideration.\_\_\_\_\_

Exceptions to the amount of sick leave an employee may take may be authorized by the administrative head or heads of any agency of the State provided such exceptions are authorized on an individual basis after a review of the merits of such particular case. A statement of any such authorized exceptions or the reasons for them shall be attached to the State agency's duplicate payroll voucher for the payroll period affected by such authorized exceptions.\_\_\_\_\_

The foregoing provision regarding sick leave shall not apply to State institutions of higher education which had established rules in effect prior to the adoption of this Act for sick leave for the non-academic and academic staffs of such institutions, and such sick leave policies may continue to be established by the governing boards of such institutions.\_\_\_\_\_

c. The administrative head of an agency shall grant an emergency leave to an employee because of a death in the employee's family. The death of the employee's spouse, parents, brothers, sisters, grandparents and children shall constitute adequate need for emergency leave. The administrative head of the agency may make a determination on other reasons for emergency leaves and shall grant an emergency leave, when in his determination, the employee shows good cause for such leave.\_\_\_\_\_

d. A leave of absence with full pay shall be provided any state employee who is called to active duty with the National Guard by the Governor of Texas. State employees who are volunteer firemen shall also be granted a leave of absence with full pay to attend training schools conducted by State agencies provided such leave does not exceed five (5) working days in any one fiscal year. The leave of absence, authorized by this subsection, shall in no way be charged against the employee's vacation or sick leave privileges provided by this Act.\_\_\_\_\_

OTHER EMPLOYMENT POLICIES AND PROVISIONS  
(Continued)

e. A state employee who transfers directly from one State agency to another, shall be given credit by the receiving agency for the unused balance of this accumulated vacation and sick leave, provided that his employment with the State is uninterrupted.

f. Funds appropriated in this Act may be used to pay for all of the employee's accumulated vacation leave and for one-half of his accumulated sick leave to the estate of an employee when said employee dies while employed by the State of Texas. The payment shall be calculated in the same manner as if the employee had taken leave at the rate of compensation being paid the employee at the time of his death.

g. The administrative head or heads of each agency of the State shall require a record to be kept of the vacation and sick leave accrual and absences of each employee, and the reasons therefor whether from sickness, vacation, or leave of absence without pay. Such records shall be available for public inspection.

In the event that any regulation, rule or other act of law on the part of the Federal Government prevents the use of these vacation and sick leave rates, the Governor is hereby authorized and directed to take all necessary action to insure compliance with said regulation, rule or other act of law.

h. The State Auditor shall provide a uniform interpretation of the provisions herein contained on employee vacations and leaves, and shall report to the Governor and the Legislature any exceptions practiced by the various entities of the State Government.

Sec. 8. PAYMENTS FOR INJURIES. Pursuant to Chapter 377, Acts, 1959, Fifty-sixth Legislature, Regular Session (codified as Article 6822a), appropriations made in this Act for consumable supplies and materials, current and recurring operating expense, general operating expenses, other operating expenses, or general institutional expense, may also be expended for paying necessary drug, medical, hospital and laboratory expenses for the care and treatment of any State employee injured while performing the duties of any hazardous position to which he is assigned by his State employment. For the purposes of this Section, "hazardous position" shall mean one for which the regular and normal duties inherently involve the risk or peril of bodily injury or harm.

The expenditure of any appropriation for the purposes authorized by this Section shall have the approval of the Governor, shall be made only to the vendors of necessary drugs, medical, hospital or laboratory services, shall be limited to the amounts not otherwise compensated for by personal medical and hospitalization insurance and shall not exceed the amounts appropriated for the purposes stipulated in the preceding paragraphs nor result in jeopardizing the financing of the regular functions or services of the respective State agency.

Requests for payment must be accompanied by a statement from the vendor indicating the amount paid by insurance and the balance due. In the event of no insurance payment, the request must be accompanied by a statement, signed by the employee or next of kin, to the effect there was no insurance in effect at the time of the injury. Request for payment shall not constitute admission of liability of the State, the Agency, or any employee.

OTHER EMPLOYMENT POLICIES AND PROVISIONS  
(Continued)

Where a State employee has received benefits through payments by the State pursuant to this Section, and also has received other liability benefits as a consequence of the same injury, such employee shall pay to the State Treasury all sums received or paid in his behalf as damages, for medical and hospital bills, up to but not in excess of the amounts of any such payments made by the State. No agency of this State which makes payments pursuant to this Section shall present the name of any employee who has failed to comply with this paragraph to the State Comptroller for the issuance of any Treasury warrant payable to such an employee.

The provisions of this Section shall not apply to any agency of the State authorized to provide workmen's compensation insurance for its employees.

Sec. 9. USE OF ALCOHOLIC BEVERAGES. None of the moneys appropriated under this Act shall be used for the payment of salaries to any employee who uses alcoholic beverages while on active duty. None of the funds appropriated under this Act for travel expenses may be expended for alcoholic beverages.

Sec. 10. LIMITATIONS ON USE OF OTHER EXPENSE FUNDS FOR PAYING SALARIES AND WAGES. Funds appropriated in Articles I, II, and III of this Act, or for the Central Education Agency in Article IV of this Act, in items designated for consumable supplies and materials, current and recurring operating expense or capital outlay shall be expended only for items set out in the Comptroller's Manual of Accounts, Expenditure Classification, effective November 1, 1965, as amended, and numbered from 10 to 19 for "consumable supplies and materials," 20 through 28 for "current and recurring operating expense," and 60 to 69 for "capital outlay." It is further provided that such terms shall not include expenditures for personal services including salaries and wages, unless the language of those items explicitly authorizes such use.

In those instances where the language of such items does explicitly authorize the use of such funds for paying salaries and wages, such employees shall not be paid a larger amount than that provided in the regular appropriated salary items for similar positions elsewhere in the State Government. In the event common laborers, skilled laborers, and mechanics cannot be obtained at the salary rates indicated in this paragraph, then the head of such agency of the State may pay for temporary employment only at rates not exceeding the prevailing wage scale paid in the locality where the temporary services is to be rendered.

It is also provided that any agency of the State specified in this Act is authorized to pay the premiums for bonding employees. Such bonds shall be of either individual position or blanket position type, as provided by House Bill No. 18, Fifty-sixth Legislature, Regular Session.

State departments and agencies covered by this Act (Articles I through VI) shall utilize funds other than those for personal services, from any item which includes operating expenses, and shall use these funds to pay employee premiums on policies containing group life, health, accident, accidental death and dismemberment, disability income replacement and hospital, surgical and/or medical expense insurance. The dependents of an employee may be insured under that portion of the employee's group policy which provides for hospital, surgical and/or medical expense insurance. The state's contribution per full-time individual employee covered by any policy or policies shall not be greater than Twelve Dollars and Fifty Cents (\$12.50) per month for each month of the insurance contract year. The method used to calculate the total yearly amount to be paid by agencies covered by this Act shall be One Hundred and Fifty Dollars (\$150) times the number of employees actually covered under any policy or policies. It is further provided

OTHER EMPLOYMENT POLICIES AND PROVISIONS  
(Continued)

that agencies shall cooperate so that employees from more than one agency may be combined under one group policy and that said policy may be held jointly by two or more agencies and paid from funds appropriated to the agencies for payment of employee insurance premiums as set out above.

As compensation in addition to that otherwise provided by this Act, departments and agencies covered by this Act in Articles I through VI, are authorized to purchase and present to their respective employees at periodic intervals under such rules and regulations as have been or may be adopted by the respective agencies named hereinabove, service award pins and certifications for longevity of service and safety award pins and certificates for safe operation of State equipment and awards for such special professional achievement and other outstanding service. Such awards will be limited to lapel pins, tie clasps, plaques, loving cups, engraved certificates or other awards of a similar nature and shall be purchased through the Board of Control.

TRAVEL REGULATIONS

Sec. 11. GENERAL TRAVEL PROVISIONS. a. The amounts specifically appropriated in this Act to each agency of the State for the payment of travel expenses are intended to be and shall be the maximum amounts to be expended by employees and officials of the respective agencies. None of the moneys appropriated by this Act for travel expenses may be expended unless the official travel and the reimbursement claims therefor are in compliance with the following conditions, limitations, and procedures.

b. "Designated Headquarters," as set out in Senate Bill No. 272, Fifty-sixth Legislature, shall be the area within the corporate limits of the city or town in which an employee is required to maintain his official headquarters. At a place not within the corporate limits of a city or town, his "designated headquarters" means the area within a five-mile radius of the place at which he is required to maintain his official headquarters.

c. Heads of agencies shall plan the travel of all employees under their authority so as to achieve maximum economy and efficiency. Travel expenses may be reimbursed from the appropriations made in this Act only where the purposes of travel performed are clearly for the conduct of the State's official business and in consonance with the legal responsibilities of the agency of the State represented.

None of the funds appropriated in this Act shall be used for the reimbursement for travel expenses incurred unless there is such a description in the expense account submitted to the Comptroller as to identify persons or places contacted and/or the nature of the official business of the State performed properly within the legal responsibilities of the agency; but this provision shall not contravene specific statutes providing otherwise.

Sec. 12. TRANSPORTATION ALLOWANCE. None of the moneys appropriated by this Act for travel expense may be expended to reimburse costs of transportation on official business except in compliance with the following conditions, limitations, and rules:



TRAVEL REGULATIONS  
(Continued)

a. The rate of such reimbursement for the employee's personally owned motor vehicles shall be twelve (12¢) cents per mile. No additional expense incidental to the operation of such motor vehicles shall be allowed. None of the moneys appropriated for travel expense for mileage within the State of Texas for use of personally owned motor vehicles shall be expended unless the shortest route between points is used. This shall also include the use of Farm-to-Market roads.

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The maximum reimbursement for out-of-state transportation for the use of personally owned motor vehicles shall be that amount that the employee would have incurred had he taken the lowest available airline fare plus the per diem necessary to complete such flight. The determination of the allowance due owners of personally owned motor vehicles in compliance with this paragraph shall be as follows: (1) Per diem shall be determined by the use of an airline schedule which would have sufficed for the performance of the official business. (2) Expenses of transportation to airfields from points where commercial air transportation is not available shall be allowed in addition to the cost of the lowest available airline fare. (3) When additional passengers are conveyed in out-of-state trips in personally owned motor vehicles, they shall receive as their expenses per diem based on motor vehicle travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in this Act for out-of-state travel.

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The rate of reimbursement to executive heads and key officials, including members of the Legislature, for travel in their personally owned airplanes within and without the boundaries of the State of Texas and between points of necessary official business shall be sixteen (16) cents per highway mile. The rate of reimbursement for other State employees for travel in their personally owned airplanes within and without the boundaries of the State of Texas and between points of necessary official business shall be twelve (12) cents per highway mile.

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b. An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business. The rate of reimbursement for any employee for whom funds are appropriated in this Act, for air transportation shall be the lowest available airline fare unless the lowest available airline fare is not available. This allowance shall not include federal taxes from which the employee and the State Government are legally exempt. Payment of said transportation allowance may be made by either of the following methods, upon selection by the executive head of the employing State department or agency in advance of authorized official travel:

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(1) Where the employee pays for public transportation from his personal funds, receipts for such necessary transportation, excluding receipts for bus, taxi or limousine fares, shall be obtained and attached to the employee's expense account when submitted. Receipts as used in this provision shall be evidence that transportation was purchased.

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(2) Executive heads of State departments and agencies may request commercial transportation companies to furnish required transportation for official business to designated officials and employees of such departments and agencies, upon the presentation to cooperating transportation companies of transportation requests approved by the head of the department or agency requesting such transportation. The transportation request shall specify the class of transportation authorized.

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TRAVEL REGULATIONS  
(Continued)

The cost of such transportation services shall be billed monthly to the respective departments and agencies, and paid by the Comptroller upon the submission of a purchase voucher showing the detail of such furnished transportation and the approval by the respective department or agency.\_\_\_\_\_

To facilitate auditing and verification of such charges, transportation companies shall list on their billing the point of origin and point of destination of each trip and shall also show the tax of the fare charged. The State department or agency shall attach to each account a complete statement setting out in detail why each trip listed was necessary in the operation and maintenance of that department or agency.\_\_\_\_\_

c. No claim for public transportation will be paid unless it is in compliance with this Section.\_\_\_\_\_

Sec. 13. PER DIEM ALLOWANCE. None of the moneys appropriated by this Act for travel expenses may be expended for reimbursing the cost of meals, lodging, or subsistence expenses incurred in official travel except in compliance with the following conditions, and limitations:\_\_\_\_\_

a. Rates of Allowance. Each employee who travels on State business which does not require travel outside the boundaries of the State of Texas shall be allowed, in lieu of actual expenses incurred for meals and lodging, a flat per diem rate not to exceed Eighteen Dollars (\$18).\_\_\_\_\_

Each employee traveling on State business outside of the boundaries of the State of Texas shall receive reimbursement for the actual cost of meals, lodging and airport parking fees, not to exceed Thirty-five Dollars (\$35.00) per day. When both in-state and out-of-state travel occur in the same calendar day, the rate of travel allowance for all travel in that day shall be in an amount not to exceed Thirty-five Dollars (\$35.00) per day.\_\_\_\_\_

b. Day defined. In computing the rates of per diem allowance in lieu of subsistence for continuous travel of more than twenty-four (24) hours, the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel, constituting a travel period, one-fourth (1/4) of the rate for a calendar day will be allowed for each period of six (6) hours or fraction thereof. A fraction of a per diem period is defined to be two (2) hours or more. The four (4) parts of the calendar day for in or out-of-state travel shall be as follows:\_\_\_\_\_

- |                             |                             |
|-----------------------------|-----------------------------|
| (1) 12:01 a.m. to 6:00 a.m. | (2) 6:01 a.m. to 12:00 a.m. |
| (3) 12:01 p.m. to 6:00 p.m. | (4) 6:01 p.m. to 12:00 p.m. |

For continuous travel of less than twenty-four (24) hours, constituting a travel period which requires the securing of lodging, such period will be regarded as commencing with the beginning of the travel and ending with the completion thereof, and the per diem allowance shall be calculated in the same manner prescribed in the preceding paragraph.\_\_\_\_\_

c. The out-of-state allowance shall not apply to those employees whose duties customarily require them to cross state boundary lines in carrying out their day-to-day functions connected with official state business. These employees shall be reimbursed at the rate prescribed for the regular per diem allowance.\_\_\_\_\_

TRAVEL REGULATIONS  
(Continued)

d. An employee whose duties require travel for periods which do not require him to sleep away from his designated headquarters shall receive a partial per diem allowance for meals rather than a per diem allowance. Such partial per diem allowance shall be determined by the head of the agency and shall be based upon a reasonable estimate of the actual cost of the meals involved. In computing the partial per diem allowance, the travel period shall commence at the time the employee departs from his designated headquarters. In no event will the partial per diem allowance exceed seven dollars (\$7) per day.

e. When conditions warrant it and under rates established by the agency, persons authorizing travel may reduce the per diem allowance for any part of an employee's travel, provided that such employee shall be notified of such reduced per diem before being allowed to incur any expense. It is the intention of this Subsection that employees whose living costs are unusually low when engaged in travel, such as those camping out, need not be paid the full per diem allowance.

A traveling State employee may return to his headquarters daily or on the weekend rather than stay out at the State's expense and by so doing the expense involved shall be considered as State business, providing however, that the actual expense involved, including per diem, mileage, or public transportation in returning to headquarters daily or on weekends, shall never exceed the per diem allowance the employee would have received had he remained at this post of duty.

State's business as is applied to daily round trips, shall be determined by computing the transportation allowance and per diem on a daily basis, including the first and last day of the trip, and when the transportation allowance and per diem for that day exceed \$18.00 per day, only \$18.00 for that day will be allowed.

Sec. 14. TRAVEL BY OFFICERS AND EMPLOYEES OF AGENCIES OF HIGHER EDUCATION. None of the moneys appropriated by this Act may be expended for official travel expense incurred by members of governing boards, executive and administrative heads, or by any employee of State agencies of higher education except for official business as approved by the appropriate governing board. Official business shall include the formal presentation of original researches by an employee, if before a national, international, regional, or state learned society, and if the travel for such purpose has been approved in advance.

For the purpose of either in-state or out-of-state travel, however, the respective governing boards may delegate their authority to authorize and approve official travel reimbursements from appropriations made in this Act, to presidents, chief executive heads, vice presidents or deans heading State systems or particular agencies of higher education, or to fiscal officers of such systems or agencies; provided that such delegations of authority shall specify the kind or nature of official travel to be approved and the termination date of such delegated authority, that such delegations are entered in the official minutes of the governing board and that a copy of such delegations is filed with the Comptroller.

Sec. 15. EXCEPTIONS TO THE PER DIEM AND TRAVEL ALLOWANCES.

a. Judicial officers authorized by law and executive heads of State agencies, including the Executive Director of the Legislative Council, shall be reimbursed for their actual meals, lodging and airport parking fees (exclusive of expenses related to personally owned automobiles and commercial transportation which shall be paid as provided under other sections of this Article) when traveling on official business either in or out of the State.

TRAVEL REGULATIONS  
(Continued)

b. Employees of the Governor's Office and employees of other State agencies designated by the Governor to represent him at governmental meetings or conferences when held out of the State shall receive actual meal, lodging, and incidental expenses. State officials and employees who travel to represent the Governor at governmental meetings or conferences may be reimbursed for their expenses out of appropriations made to the agencies by which they are employed.

c. Members of the Legislature who serve on any board, council, committee or commission shall receive actual expenses for meals, lodging, and incidental expenses when traveling on official business inside and outside the state. Claims for reimbursements of such expenses shall be presented on forms prescribed by the Comptroller.

When traveling on official business inside the State, such Members of the Legislature shall be reimbursed for mileage on the same basis as is provided in this Act for other State officials and employees; and it is further provided that the same mileage rate shall apply to necessary travel to points within the State other than the seat of government. For necessary travel on official business outside the State, such Members of the Legislature shall be reimbursed on the basis of the lowest available airline rate of transportation except that such costs shall not include Federal taxes from which such officials are exempt, or at the same mileage rate as is prescribed above in this paragraph where a personally owned automobile or airplane is used for such travel.

Sec. 16. PRISON-PRODUCED GOODS. In order that all State agencies and institutions covered by this Act fully utilize funds herein appropriated, it is the intent of the Legislature that such agencies and institutions, shall purchase goods produced by the Texas Prison System when such goods are equal to or lower in price than goods of a comparable quality when purchased on the open market.

Sec. 17. PASSENGER VEHICLES. a. None of the moneys appropriated in this Act may be expended for the purchase, maintenance or operation of a passenger car or of airplanes designed for passenger transportation unless authority to do so is stated by the language of this Act. Where an agency has authority to operate aircraft such agency shall file a report with the Legislative Budget Board on or before the close of each fiscal year setting out the following: aircraft description, date purchased or leased, cost, hours flown, number of flights, number of passengers and operating costs.

b. Only the following passenger-carrying vehicles are exempt from the restrictions on purchases, maintenance, and operation specified in this Section: panel, pickup and delivery trucks and trucks required for the conveyance of special equipment; motorcycle delivery units; dual control automobiles used exclusively for driver training; passenger cars equipped with two-way radios, motorcycles, jeeps, and boats needed and used for fire prevention, fire fighting and other activities for safeguarding public safety, public property, or for criminal law enforcement; ambulances or other passenger vehicles specifically equipped and regularly used for ambulance services; buses and station wagons regularly used for the mass transportation of numbers of people and essential to the efficient management of the operating agency of the State.

c. An agency purchasing or operating passenger-carrying vehicles under the provisions of this Section shall file with the Comptroller by September 15 of the fiscal year, a list itemizing the passenger-carrying vehicles to be maintained and operated. The list also shall be amended and corrected by such agency from time to time as the identity of passenger cars being maintained and operated within the prescribed limitation changes during the year, and none of the funds appropriated by this Act shall be available to such agency for expenditure unless and until this restriction has been complied with.

TRAVEL REGULATIONS  
(Continued)

d. In those instances where the language of this Act authorizes the purchase of passenger cars, none of the appropriated funds so authorized shall be expended for the purchase of a passenger car having a wheelbase in excess of one hundred and nineteen (119) inches; provided, however, that if passenger cars of longer wheel base are offered at lower prices, the Board of Control may purchase same.

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OTHER PROVISIONS

Sec. 18. ACCEPTANCE OF GIFTS OF MONEY. All bequests and gifts of money to State agencies named in this Act are hereby appropriated to the agency designated by the grantor and for such purposes as the grantor may specify; provided, however, that all such bequests and gifts of moneys, except those to the Department of Mental Health and Mental Retardation and institutions under its jurisdiction received from private sources, and to agencies and institutions named in Article IV of this Act, shall be deposited into the State Treasury and shall be expended in accordance with the provisions of this Act.

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Sec. 19. FEDERAL FUNDS APPROPRIATED FOR USE. All funds received from the United States Government by agencies named in this Act are hereby appropriated to such agencies for the purposes for which the Federal grant, allocation, aid or payment was made, subject to the provisions of this Act. Within thirty (30) days after the receipt of such funds, the agency receiving same shall file a report with the Governor and the Legislative Budget Board setting out the following: the Federal Act or authority under which the funds were received, the amounts thereof, a detailed breakdown of proposed expenditure of the funds, and the geographical distribution of the funds by county. Upon certification by the receiving agency that such report has been filed, the Comptroller shall approve expenditures of such funds.

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Sec. 20. PROHIBITION ON USE OF FEDERAL SHARED REVENUES AS MATCHING FUNDS. None of the funds appropriated from Federal Revenue Sharing Fund No. 448 in this Act shall be obligated, encumbered or expended in violation of Subsection (a) of Section 104 of Title I of Public Law 92-512, the State and Local Fiscal Assistance Act of 1972.

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Sec. 21. ACQUISITION OF PROPERTY. In order to conserve the moneys appropriated by this Act, the Board of Control, and the governing boards of the State institutions of higher learning either acting directly or through the Board of Control or through any other State agency in behalf of their respective institutions, are hereby authorized to negotiate purchases of commodities and supplies of any kind or character whatsoever needed by any State agency with the duly authorized agencies of the Federal Government. However, any such commodities or supplies so purchased shall be obtained at a price not to exceed the prevailing market value thereof, and if there be no market value then at the real or intrinsic value.

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It is further provided that only for the purposes of the expenditures authorized in the preceding paragraph, the Board of Control and the governing boards of the State institutions of higher learning may waive the requirement of bidder's bond and performance bonds, otherwise required, in negotiating such purchases with the duly authorized representatives of the Federal Government.

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OTHER PROVISIONS  
(Continued)

Except as specifically authorized to do so by existing statutes, none of the agencies for which appropriations are made in this Act shall accept the donation of real property or expend any of the moneys appropriated herein for the purchase of real property without the expressed permission and authorization of the Legislature. It is further provided that the institutions of higher education are specifically authorized to accept gifts or devises of real property from private sources for the establishment of scholarships, professorships, or other trusts for educational purposes, provided such property will not hereafter require appropriations by the Legislature for operation, maintenance, repair, or the construction of buildings.

Sec. 22. SURPLUS PROPERTY. Receipts to any agency of the State Government specified in this Act which are received from the sale of surplus property, equipment, livestock, commodities, or salvage pursuant to the provisions of Senate Bill No. 190, Chapter 414, Acts, Fifty-fifth Legislature, Regular Session, 1957, as amended, are hereby appropriated to such State agency for expenditure during the fiscal year in which such receipts are received. Receipts from such surplus and salvage sales are to be credited to the appropriation item from which like property, equipment, livestock, or commodities would be purchased.

Sec. 23. EXCESS OBLIGATIONS PROHIBITED. No department or agency specified in this Act shall incur an obligation in excess of the amounts appropriated to it for the respective objects or purposes named. In the event this provision is violated, the State Auditor shall certify the fact and the amount of over-obligation to the Comptroller, and the Comptroller shall deduct an amount or amounts equivalent to such over-obligation from the salary or other compensation due the responsible disbursing or requisitioning officer or employee, and apply on the payment of the obligation. This provision is specified pursuant to Section 10, Article XVI, of the Constitution of Texas.

Sec. 24. DEFINITION OF U.B. The words "unexpended balance" or the abbreviation "U.B." when used in this Act means the unobligated balance left in the appropriation, and includes only that part of the appropriation, if any, which has not been set apart by the incurring of an obligation or commitment or indebtedness by the State agency in charge of spending such appropriation.

Sec. 25. REIMBURSEMENTS AND PAYMENTS. Any reimbursements received by an agency of the State for authorized services rendered to any other agency of the State Government, and any payments to an agency of the State Government made in settlement of a claim for damages, are hereby appropriated to the agency of the State receiving such reimbursements and payments for use during the fiscal year in which they are received.

The reimbursements and payments received shall be credited by the Comptroller to the agency's current appropriation items or accounts from which the expenditures of like character were originally made, or in the case of damage settlements to the appropriation items or accounts from which repairs or replacements are made; provided, however, that any refund of less than Fifty Dollars (\$50) to an institution of higher education for postage, telephone service, returned books and materials, cylinder and container deposits, insurance premiums and like items, shall be deposited to the current fund account of the institution in the State Treasury and such funds are hereby reappropriated.

Sec. 26. REFUNDS OF DEPOSITS. Any money deposited into the State Treasury which is subject to refund as provided by law shall be refunded from the fund into which such money was deposited, and so much as is necessary for said refunds is hereby appropriated.

OTHER PROVISIONS  
(Continued)

Sec. 27. DORMANT ACCOUNTS. As provided in Article 4344a, V.C.S., the State Comptroller shall, with the consent of the State Auditor and the State Treasurer, transfer the balances in any dormant account to the General Revenue Fund.

Sec. 28. SALES OF LISTS. The proceeds of all sales of lists which are prepared by State agencies for which appropriations are made in this Act shall be deposited to the credit of the appropriation item out of which the costs of preparation are made.

Sec. 29. AUDITS. None of the appropriations herein made shall be used to employ any firm or person to audit the books of any department, board, commission, institution or State agency, this being the duty of the State Auditor; provided, however, that in any instances where the funds available to said State Auditor are not, in his judgment, sufficient for any requested or contemplated audit, the department head or heads having authority to disburse the appropriations herein made are hereby authorized to direct the State Comptroller to transfer from any appropriations to the appropriation herein made for the State Auditor the amount which in the judgment of the State Auditor is necessary for the purpose of making such audit.

Any amount so transferred to the State Auditor shall be used by him for the actual costs of the specified audit, and any balances of such funds remaining at the end of any fiscal year are hereby appropriated to the State Auditor for the purpose of completing the audit or audits for which the funds were transferred. On the completion of any such audits any excess funds remaining shall be transferred by the State Auditor back to the department, board, commission, institution or agency from which transferred.

The provisions of this section notwithstanding, supplemental audits of funds received from the United States Government by agencies of the State named in this Act, which are required as a condition of the receipt of such funds, may be made in addition to the auditing performed by the State Auditor when funds for such purpose are provided by the Federal grant, allocation, aid or payment.

Sec. 30. MOVING EXPENSES. Departments and agencies in Articles I through IV are authorized to pay costs of transporting and delivering only in State-owned equipment the household goods and effects of employees transferred by the named departments from one permanent station to another, when in the judgment of the department, the best interest of the State will be served by such transfer.

It is further provided that in the event State-owned equipment is not available, and to avoid imposing the hardship of an employee working in one location while his family and personal belongings are located elsewhere, the above authority may be extended to include the use of a commercial transportation company for the moving of the employees' household goods and other personal effects. Such State agencies may not utilize State funds for such purposes except upon presentation by the officer or employee of a bona fide receipt of payment for services rendered from a commercial transportation company.

State agencies using funds appropriated in this Act to move the household goods or personal effects of officials or employees transferred by official order to new permanent duty stations at State expense, shall file a report of such moves with the Legislative Budget Board by November 1 of the fiscal year. Such report is to cover the preceding fiscal year and include the number of such official transfers made, the employees' names and position titles, distances involved, and the detail of all expenditures for such transfers. It is specifically provided that the authority granted by this section shall not extend to new employees.

OTHER PROVISIONS  
(Continued)

Sec. 31. INTERPRETATION OF ESTIMATES. In the event the amounts of Federal funds, local funds, or funds other than appropriations from the General Revenue Fund, have been estimated in this Act in sums greater than are actually received by the respective agencies of the State, this Act shall not be construed as appropriating additional funds from General Revenue to make up such differences. Wherever the language of this Act appropriates all receipts and balances from a specified source but uses an estimated amount to inform the Legislature and the public, the estimated figure is not to be construed as a limitation on the amount appropriated.

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Sec. 32. VENDING MACHINES AUTHORIZED. Except in those areas which are now served by vendors operating under supervision of the Blind Commission, vending machines may be placed on State-owned property or in State-owned buildings only with the approval of the governing boards or commissions and such approval shall be recorded in the minutes of the body. A copy of the contract shall be filed with the State Board of Control showing the location within the agency and the terms of the contract. Proceeds, net revenues, rentals or commissions received shall be accounted for as State revenue and the amount so collected is hereby appropriated to the institution, board, commission or agency for use as directed by the board or commission authorizing the installation. Vending machines located in areas or buildings now being serviced by vendors under the supervision of the Blind Commission must be operated under a joint contract with the machine owners and the vendors operating under the supervision of the Blind Commission.

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Sec. 33. PAY STATION TELEPHONES AUTHORIZED. Pay station telephones may be located in the Capitol area only with the approval of the State Board of Control and the net proceeds of such installations shall be collected and deposited to General Revenue by the State Board of Control. In other areas pay telephones may be located in State-owned buildings or on State-owned land only with the approval of the governing board or commission and the net proceeds shall be collected and accounted for as State revenue and the amount so collected is hereby appropriated for use by the agency as determined by the governing board or commission.

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Sec. 34. RESTRICTION ON EXECUTIVE TYPEWRITERS. None of the moneys appropriated herein may be expended for the purchase or rental of executive and/or proportional spacing typewriters, unless the head of the department makes an affidavit attached to the requisition for the purchase that the use of such typewriter shall be more economical than purchasing printed matter and such typewriter shall be in continuous use for at least six (6) hours a day.

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Sec. 35. MESSENGER SERVICE. The Board of Control shall operate messenger service for the purpose of handling written communications (unstamped) between State agencies located in Austin. All State agencies within the Capitol Complex Area shall utilize this service. Other State agencies shall avail themselves of this service to the maximum extent feasible. State warrants may be included upon agreement between the State Comptroller, the Board of Control and the Agency concerned. Stamped mail may be delivered to and from the United States Post Office located in the Finance Building upon agreement of the State agency and the Board of Control.

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OTHER PROVISIONS  
(Continued)

Sec. 36. CENTRAL SUPPLY STORE AND REVOLVING FUND. The legislative intent in establishing a Central Supply Store to serve State agencies is to obtain maximum efficiency and economy of operations and convenience to State agencies. To this end, the One Hundred Fifty Thousand Dollars (\$150,000) revolving fund established in item fourteen (14) Board of Control appropriation, Senate Bill No. 11, as amended, Acts of the Sixty-second Legislature, is reappropriated herein. Transfer of agency funds to reimburse this revolving fund for purchases made by the using agency shall be accomplished by the most efficient and expeditious procedure possible including the elimination of warrant issuance when feasible.

Sec. 37. COMPUTER AND COMPUTER RELATED EQUIPMENT AND SERVICES. Funds appropriated in this Act and budgeted by agencies and departments in Articles I through IV for the acquisition of computer and computer-related equipment or services, including software program products and the employment on a fee basis of any private firm or person acting in the capacity of data processing consultants or supplying computer support services for any executive department or agency shall be expended only after a determination by the Governor, in accordance with provisions of House Bill No. 50, Acts of the Sixty-second Legislature, Fourth Called Session, that the following facts have occurred:

(a) That a detailed report has been prepared outlining the steps taken to utilize like resources already existing within the agencies of the state and the conditions requiring the additional resources.

(b) That the assistance of the Systems Division of the State Auditor's Office and the Office of Information Services, Governor's Office, has been sought and that both have concurred in the proposed expenditure.

An agency acquiring new equipment under (a) or (b) above shall not expend funds for used or rented equipment delivered in fulfillment of an order for new equipment, even though said equipment has been used by the agency placing the order.

Sec. 38. EMBOSSED OR ENGRAVED PRINTING. None of the moneys appropriated under this Act shall be used for the purchase of embossed or engraved printing and stationery, except for the offices of the Governor, Lieutenant Governor, Speaker of the House, for Members of the Legislature, Attorney General, Secretary of State, and for degrees or diplomas awarded by agencies of higher education.

Sec. 39. PURCHASES OF POSTAGE. None of the moneys appropriated in this Act shall be expended for postage stamps or post office box rent except on vouchers made payable to a United States Post Office, and the warrant or check shall be endorsed by the Postmaster from whom the purchase is made; provided, however, this restriction shall not apply in any reimbursement authorized under Section 31 of this Article.

If the expenditures for postage by any agency, other than the Legislature or an agency of higher education, exceed Two Thousand Five Hundred Dollars (\$2,500) for the fiscal year, such agency shall install a postage meter machine and have all purchases of postage recorded on that postage meter machine, excepting purchases of stamps for field offices or traveling employees. The installation cost and rental of the postage meter machine shall be paid from appropriations itemized in this Act for general operating, current and recurring operating expense, other operating, maintenance, miscellaneous, or contingent expenses.



OTHER PROVISIONS  
(Continued)

Sec. 40. COURT REPRESENTATION OF THE STATE. Except as otherwise provided by the Constitution or general or special statutes, the Attorney General shall have the primary duty of representing the State of Texas in the trial of civil cases, and none of the funds appropriated in this Act may be expended by any agency of the State Government to initiate a law suit or defend itself against any legal action unless such agency is represented in that particular action by the Attorney General or a member of his staff. Where the Attorney General, District Attorney, Criminal District Attorney, County Attorney, or other lawyer is required by constitutional or statutory provision to represent a State agency, State official, State board or State department, no compensation shall be paid from any appropriation made in this Act to any other attorney for representing the State of Texas in the trial of a civil law suit except in those cases where the Attorney General, District Attorney, Criminal District Attorney, County Attorney or other lawyer, as the case may be, has requested that the attorney or attorneys employed by the particular State agency, State official, State department or State board, assist with the trial of the particular law suit. This provision shall not, however, restrict a State agency, State official, State department or State board in the investigation and assembling of evidence in connection with a pending or prospective civil suit. Further, this provision shall not prohibit the foregoing State officials, State agencies, State boards or State departments and their employees from investigating, filing or presenting a claim, owing to the State of Texas, when such claim is filed with or presented to an individual, association, corporation, guardian, administrator, executor, receiver, trustee, legal representative, or probate court.

This provision was not intended and shall not restrict the Attorney General from employing special assistants to assist in the trial of civil suits to be paid from the appropriations therefor made to the Attorney General's Office.

Sec. 41. OUTSIDE LEGAL COUNSEL. Prior to expenditure of funds for retaining outside legal counsel, agencies and departments covered by this Act shall request the Attorney General to perform such services. If the Attorney General cannot provide such services, he shall so certify to the requesting agency who may then utilize appropriated funds to retain outside counsel.

Sec. 42. ARCHITECTURAL FEES. Architectural fees paid from funds appropriated in this Act shall be governed by the following schedule and provisions:

a. The schedule of basic fees to be paid an architect or architects for all professional services as set out below, based on the total cost of the work, shall not exceed:

<u>Construction</u> <u>Cost of Project</u>	<u>Dormitories,</u> <u>Garages, and</u> <u>Warehouses</u>	<u>Classroom,</u> <u>Office and</u> <u>Other Bldgs.</u>	<u>Health, Research,</u> <u>Special Education</u> <u>Facilities</u>
Over \$1,000,000	6.5%	7%	7 1/2%
Up to \$200,000	7 1/2%	8%	8 1/2%

For construction costs between tabular limits, the fee shall be determined by direct interpolation.

OTHER PROVISIONS  
(Continued)

Basic fee for remodeling and alterations shall be one-third greater than scheduled above. Alterations and remodeling is defined as any change, architectural, structural, mechanical or electrical, made to an existing structure and includes portions of that structure changed as a result of additions or extensions to a structure. \_\_\_\_\_

b. When one building design is used in two or more locations within the same project, the fees to be paid shall be: \_\_\_\_\_

1. For the first building of such design, a basic fee calculated according to the schedule above.

2. For the second and subsequent buildings utilizing such design, the basic fee shall be reduced 35%. Such fee shall include changes required by site conditions including foundation redesign; partition changes; mechanical and electrical changes; necessary program changes; other architectural services normal under such circumstances; and supervision of the construction. \_\_\_\_\_

c. Architectural fees shall include: \_\_\_\_\_

1. The necessary conferences, and the preparation of preliminary studies and final designs. \_\_\_\_\_

2. The production of complete architectural, mechanical and structural drawings and specifications including their proper correlation. \_\_\_\_\_

3. Construction contract administration and all other normal architectural services. \_\_\_\_\_

4. Payment of all fees to Consulting Engineers and Landscape Architects for their services in connection with the building design and construction when employed by the Architect. \_\_\_\_\_

d. The architect shall supervise the construction of the work to such an extent as may be necessary to ascertain whether the work is being executed in conformity with his working drawings or specifications or directions; make recommendations on materials and equipment; check and report on contractor's proposals in connection with changes in the contract; and approve certificates of payment. When continuous field supervision or a clerk of the works is deemed necessary by the State, the cost of such supervisory personnel shall be borne by the State in addition to the basic fee. \_\_\_\_\_

e. The maximum fee specified shall include the cost of all professional services rendered by an architect or architects, and the aggregate contract price for services rendered by a consulting architect and an associate architect shall never exceed the applicable fee limitation except as set forth in Subsection "d" hereof. \_\_\_\_\_

f. The State will furnish the architect a limited consulting service consisting of a complete survey, soil analysis, and a program of the work outlining in detail the space requirements, their general relationships and the standards of types of construction. \_\_\_\_\_

Sec. 43. MINUTES OF BOARD MEETINGS. a. The appropriations made in this Act are contingent upon adherence to the following procedure: in order that the Governor and the Legislature may be more adequately informed about the disposition and use of appropriations authorized from all funds, the governing bodies of the institutions, schools, and agencies of the executive branch of the government shall, upon request by the Governor or the Legislative Budget Board, cause to be filed with the Governor or the Legislative Budget Board, immediately upon tran- \_\_\_\_\_

OTHER PROVISIONS  
(Continued)

scription, certified copies of the minutes of board meetings. Any changes or subsequent corrections of minutes filed with the Governor and the Legislative Budget Board shall be similarly filed.

b. In addition, the appropriations to the agencies and systems of higher education in this Act are made contingent upon the filing, by said agencies and systems, of additional copies of minutes of board meetings and copies of budget requests with the Legislative Reference Librarian in the same manner as prescribed in the paragraph immediately above.

Sec. 44. POLICE ACADEMY. None of the funds appropriated by this Act may be expended for creation of an additional police training academy except as specifically appropriated for in this Act.

Sec. 45. RECORDING EQUIPMENT. None of the funds herein appropriated may be used for the purchase, rental or contractual agreement for any type of electronic, mechanical or other interception devices used for the purpose of overhearing or recording oral conversation made in private or conversation made by wire.

Sec. 46. CENTRALIZED TELEPHONE SERVICE. This section shall apply to State departments and agencies in the Capitol complex area of Austin, Texas, which were utilizing the centralized telephone service commonly known as the "Centrex System" on March 1, 1965, and to any State agencies which thereafter elect to subscribe to such service.

Upon certification by the Board of Control as to the pro rata share of local service charges assessed to each such agency based upon equipment in use, plus long distance tolls and installation charges directly incurred by the respective State agencies, the Comptroller shall transfer from the items of appropriations for current and recurring operating expense to the affected State agencies, into a special operating fund within the Board of Control, the amounts so derived. For the biennium ending August 31, 1975, all income to the aforementioned operating fund is appropriated to the Board of Control for the payment of telephone services only.

Sec. 47. UNLISTED TELEPHONE NUMBERS PROHIBITED. None of the funds appropriated by this Act shall be expended by any State agency, official or employee thereof, for the payment of rental or toll charges on telephones for which numbers are not listed or available from "Information Operators" at telephone exchanges.

Sec. 48. RENOVATION OF CAPITOL BUILDING. It is specifically provided that prior to the expenditure of any funds which may be appropriated for Capitol renovation, such proposed expenditures shall be approved in advance, in writing, by the Lieutenant Governor and the Speaker of the House of Representatives.

Sec. 49. INTERPRETATION OF LEGISLATIVE INTENT. It is the intent of the Legislature that funds appropriated in this Act be expended, as nearly as practicable, for the purposes for which they were appropriated. In the event departments and agencies cannot determine legislative purpose from the pattern of appropriations they shall seek to determine that purpose from the proceedings of the legislative committees responsible for proposing appropriations for the State of Texas.

It is further provided that the Comptroller shall not refuse to pass for payment a legal claim, factually justified, for which a valid appropriation has been made.

OTHER PROVISIONS  
(Continued)

Sec. 50. BUDGETING AND REPORTING. As a limitation and restriction upon appropriations made by this Act, all agencies covered under Article I through Article IV shall expend funds only if there is compliance with the following provisions: \_\_\_\_\_

a. On or before September 1 of each fiscal year an itemized budget covering the operation of the ensuing fiscal year shall be filed with the Division of Operations Analysis in the Office of the Governor and the Legislative Budget Board. \_\_\_\_\_

b. All subsequent amendments to the original budget shall be filed with the Division of Operations Analysis in the Office of the Governor and the Legislative Budget Board within thirty (30) days of approval of such amendment. \_\_\_\_\_

c. The itemized budget funded out of the Federal Revenue Sharing Trust Fund No. 448 will be reported for each month of the ensuing fiscal year showing the anticipated cash requirement and the amount of cash requirement to be deferred to the next fiscal year. One copy of this report and any amendments thereto shall be filed with the State Comptroller. \_\_\_\_\_

Sec. 51. ANNUAL REPORTS AND INVENTORIES. None of the moneys appropriated in this Act in Articles I, II, III, and to the Central Education Agency; the Special Schools under the State Board of Education; the Coordinating Board, Texas College and University System; the Teacher Retirement System; the Board of Regents, State Senior Colleges-Central Office; and the Natural Fibers and Food Protein Committee in Article IV of this Act, may be expended after a period of one hundred (100) days following the close of the fiscal year, unless there has been filed with the Governor, the Auditor, and the Legislative Budget Board an annual report as of August 31 of the preceding fiscal year by the executive head of each department or agency specified in this Act, showing the use of appropriated funds. The annual report shall include the following: \_\_\_\_\_

a. An annual financial report including a statement of assets, liabilities and fund balances and showing the true condition of all funds and accounts balances for which the department or agency head is responsible, and reflecting the actual cash on hand and on deposit in banks and in the State Treasury accounts, and moneys due the department or agency from all sources; values of consumable supplies and postage; values of inventories of movable equipment and other fixed assets; investments of bonds, notes, and other securities owned by any special funds under the jurisdiction of the department or agency; all other assets; and all sums of which the department or agency is liable for services rendered or goods received. The report shall also contain summaries by sources of all revenues collected or accruing to the State through the department or agency for the fiscal year immediately preceding; and a summary of appropriations, expenditures and all other disbursements of the department or agency for the fiscal year. The State Auditor is to approve all reports as to form and content. \_\_\_\_\_

b. A list of all bonded employees showing name, title, and amount of surety bond, together with the name of the surety company. \_\_\_\_\_

c. An analysis of space occupied by the department or agency showing the number of square feet rented and the number of square feet occupied in State-owned buildings; giving the location of such space by building name or address and the number of square feet devoted to office, warehouse or other designated uses, indicating the cost per square foot, cost per month, annual cost and lessor of all rented space, and such other information as may be of assistance in describing the space utilized by each State department or agency. \_\_\_\_\_

OTHER PROVISIONS  
(Continued)

It is further provided that the State Auditor is to certify to the Comptroller of Public Accounts any and all departments which have not filed the required annual report within the specified time, and the Comptroller of Public Accounts is to withhold any salary warrants or expense reimbursement warrants to the heads or any employees of such departments or agencies as are on this certified list until such time as the State Auditor shall notify the Comptroller that such delinquent reports have been filed. The words "heads of departments or agencies" as used in this Section shall mean the elected and appointed officials, members of commissions, boards, etc., and the chief administrative officer of such department, board, commission, bureau, office, or agency of the State for which appropriations are made in this Act.

Any State department or agency expending local funds, or Federal funds not appropriated in dollar amounts hereinabove, shall, within thirty (30) days after the close of the fiscal year make a separate report to the Governor and the Legislative Budget Board on the expenditure of such funds including each personnel position paid and the amount expended for travel and other expense.

Sec. 52. AIRPLANE FLIGHT LOGS. All agencies of the State for which the appropriation language in this Act authorizes the use of airplanes shall maintain an airplane flight log. These agencies shall include in their annual report extracts from such airplane flight logs which accurately show the names of places to which flights were made, the name of the pilot and the name or names of any passengers on each such flight; and shall also describe the official business purposes of each such flight.

Sec. 53. BOOKKEEPING ERRORS. Should clerical or bookkeeping errors result in any moneys being deposited into incorrect funds in or with the State Treasury or any moneys being cleared from a trust and suspense fund to other than the proper fund, such erroneously deposited or cleared moneys may be transferred to the correct fund or trust and suspense account within the State Treasury upon request of the administering department with the concurrence of the State Comptroller and the State Auditor, and so much as is necessary for said transfer is hereby appropriated.

Sec. 54. TORT CLAIMS ACT. None of the funds appropriated in this Act may be expended for the purpose of purchasing policies of insurance covering claims arising under the Texas Tort Claims Act.

Sec. 55. DISCRIMINATORY PRACTICES. None of the funds appropriated in this Act shall be expended by agencies which practice discrimination based on race, creed, sex or national origin. The State Attorney General shall be specifically responsible for the enforcement thereof upon the request of the Governor.

Sec. 56. REIMBURSEMENTS FOR BENEFITS PAID TO FORMER STATE EMPLOYEES. a. At the close of each calendar quarter, the Texas Employment Commission shall prepare a statement reflecting the amount of unemployment benefits paid to all former State employees based on wages earned from State employment and present it to the Comptroller of Public Accounts, who is hereby directed to pay by warrant out of funds appropriated from the General Revenue Fund such amount to the Unemployment Compensation Benefit Account to reimburse it for such payments.

OTHER PROVISIONS  
(Continued)

The heads of State agencies, institutions, departments, commissions, boards, divisions, or other units of State government are directed to determine the proportionate amount of the reimbursement or payment due from funds other than General Revenue Funds and to present the Comptroller of Public Accounts a purchase voucher requesting reimbursement from such funds to General Revenue, and shall reimburse the General Revenue Fund with a check for funds not in the State Treasury. Such transfers and payments as are authorized under law shall be made periodically to the Comptroller of Public Accounts after receipt of the Texas Employment Commission's statement of unemployment compensation benefits paid to former employees of the State.

b. An agency, institution, department, commission, board, division, or other unit of State government is authorized to allocate funds to a revolving account created on its books to receive contributions from funds other than General Revenue based on a percentage-of-payroll assessment to be determined by such unit of government for the purpose of reimbursing the General Revenue Fund for unemployment benefits paid.

Sec. 57. DISTRIBUTION OF REPORTS. No unit of government covered under Articles I through IV of this Act shall expend funds for the purpose of distributing reports, pamphlets or other printed matter to members of the Legislature and other State officials unless they have complied with the following provisions:

a. Agencies designated above shall deposit copies of all printed matter prepared for distribution with the Legislative Reference Library.

b. Agencies desiring to make distribution to members of the Legislature and other State officials shall send notification that the material is on file and upon request of the person notified shall mail the number of copies requested.

Provided that these restrictions shall not prevent the mailing of reports required by general law.

Sec. 58. It is specifically provided that all state agencies, boards, commissions, departments and other governmental units using funds appropriated in this Act may not expend during the last quarter of any fiscal year more than one-third of the funds appropriated for that fiscal year. Specifically exempted from these provisions are expenditures contracted for in previous quarters; funds required by statute, rule or regulation to be expended on a different time frame; seasonal employment of personnel; construction contracts; contracts dealing with purchases of food, medicines or drugs; personnel connected with the phase-in of schools for the mentally retarded and the El Paso Human Development Center; expenditures related to the Crippled Childrens program operated by the Department of Health; and expenditures occasioned by disaster or other Act of God; none of the funds exempted from this Section may be considered in the computation of the total funds appropriated in any fiscal year referred to in this Section.

Sec. 59. Coordinating Board Allocations of Faculty Salaries. On or before August 31, 1974, the Coordinating Board shall determine the allocation of the appropriation made in Item 16 under its appropriations to each qualifying public senior college or university an amount sufficient to award a salary increase equivalent to three and four-tenths percent (3.4%) for each full-time equivalent teaching position actually paid from Faculty Salaries as defined by the Coordinating Board in the Definitions of the Elements of Institutional Costs at a rate less than \$15,000 for the nine-month period including the Fall semester of 1973 and the Spring semester of 1974. The Coordinating Board shall obtain from each public senior college or university such information and data

OTHER PROVISIONS  
(Continued)

as are necessary to ascertain the amounts to be allocated in accordance with this provision.

Sec. 60. Expenditure of funds appropriated for faculty salaries. From funds appropriated each college, university and component institution thereof shall, on September 1 of each fiscal year award a salary increase equivalent to three and four-tenths percent (3.4%) for each full-time equivalent teaching position actually paid from faculty or instructional salaries as defined by the Coordinating Board in the Definitions of Elements of Educational Cost.